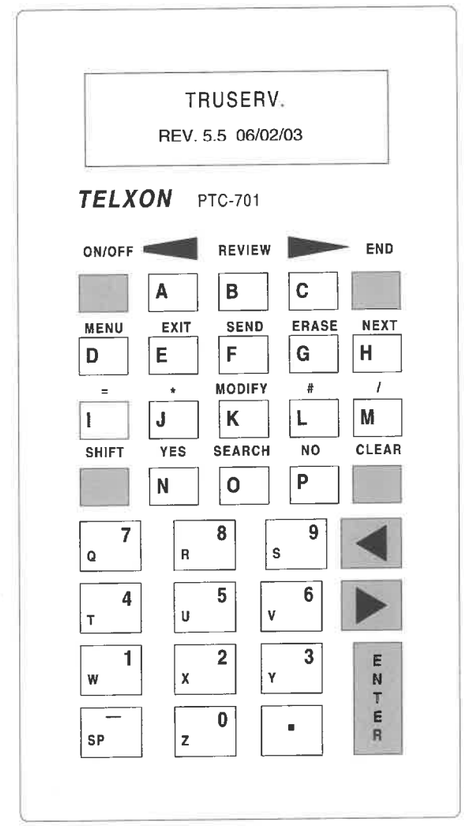
INSTALLING A PTC-610 TELXON CHIP

The installation of this chip for the Telxon PTC-610 must be performed at TruServ. Should your PTC-610 require a chip change, please contact the Telxon Help Desk at 1-800-828-3658 for assistance.

The label on the NEW PTC-610 7.5k 06/02/03 Chip is fluorescent Pink.

TRU★SERV™

Retail Systems & Services



TELXON
USER MANUAL

(PTC-701 ver.5.5 and PTC-610 ver. 7.5)

Revised June 02, 2003

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Printed in the United States of America

To acquire additional copies of this manual, visit the Retail Systems Web pages on MembersOnline.com.

c. After keying in the Parent the unit will display ADDL STORE #1 _ _ _ _ _ _. If you use the Telxon for more than one store, key-in each additional store number. You may enter up to nine additional stores.

d. Use the blue arrow keys to review the store numbers you have entered to make sure they are correct. If you detect any errors, while displaying the incorrect store number of this area, press and hold the Clear key for 3 consecutive beeps to clear the invalid number, now key in the correct store number. When you have finished, press the **END** key.

Select Software Level Code and Parameters

A series of prompts will appear to select the software level code and the associated parameters. For each prompt, enter the value shown. Except for the software level code, all of the entries are numeric. Your entries must agree with what you recorded earlier except for the SKU OPT.

ENTER C_.....Enter C.
ORDER OPT _ .....Enter 4
QTY/PRICE OPT_.....Enter 1
RELAY ITEM OPT_.....Enter 0
RELAY QTY OPT_.....Enter 1
UPC OPT_.....Enter 0
SKU OPT_.....Enter 0
PO OPT_.....Enter 2
VPRICE OPT.....Enter 0

Initialization Complete

When your Telxon unit displays the Main Menu "1-ENTER, 2-SEND, 3-ERASE," the initialization of the unit is complete.

Verify Your Store Number

You can verify that you setup your store number(s) by going to the Main Menu "1-ENTER, 2-SEND, 3-ERASE," and then hold down the • (Dot) key for three (3 consecutive) beeps. The system will display the PARENT STORE _ _ _ _ _ _This should agree with what you wrote down. Press the END key to terminate the view

Verify the Software Level Code and Parameters Settings

You can verify your software level code and eight (8) associated parameters settings by going to the Main Menu "1-ENTER, 2-SEND, 3-ERASE," and hold down the "D" key (MENU key) for three (3 consecutive) beeps. The system will display one of the following settings:

Press the End key to terminate the view process.

I Need Help!

Any questions about replacing the chip and initializing your Telxon unit, please call the

Telxon Support Desk at 1-800-828-3658.

View and Record Your Store Number

Review your store number(s) in your Telxon by going to the Main Menu: "1-ENTER, 2-SEND, 3-ERASE" and hold down the "•" (Dot) key for three (3 consecutive) beeps. The system will display the Parent Store Number _ _ _ _ _ _. Write down your six-digit store number as it is appears in the display, on a piece of paper. If your Telxon is used for multiple stores use the Blue Arrow ▶ key to scroll the list of Additional Stores and record them. You will need to enter this number later, after the chip is replaced. Press the END key to terminate the view process.

Remove Old Chip and Install Chip

When you remove the old chip, any data in your Telxon unit will be lost. Make sure that you do not need to save the data.

1. Turn off the Telxon unit and remove the back of unit.
2. Remove one of the three batteries. It doesn't matter which one.
3. Place a screw driver blade under a chip end tab to pop out the chip. If the fit is tight, you may have to alternate from chip end to chip end to "wiggle" it out.
4. Insert the new chip. The back of the tab on one end has two "prongs," and the other has one. Make sure that you align the prongs on the chip with the holder in side the Telxon, for it will fit into the holding slots only one way.
5. When placing the chip into the unit, press firmly in the middle, until it "clicks" in.
6. Replace the battery and the back of the Telxon unit.

To Initialize the Unit

To initialize your Telxon PTC-701 Order Entry Unit, follow the steps below.

Note: The following steps will clear the memory of any data entered. If you are trying to recover from an error and have data in your Telxon that needs to be transmitted, call the Telxon Help Desk at **1-800-828-3658**. If not, go on to the next step.

1. Make sure the Telxon unit is **OFF**.

   a. Place the unit on a flat surface with keyboard face up and side ways just like the diagram on the right. Using two fingers from your left hand, press and hold down both the **ENTER** key and the **SP** key at the same time.

   b. While holding down these two keys, with one finger from your right hand, press and hold the On/Off key for 10 seconds, than release only the **ON/OFF** key. The unit will display a 42>. If so, release the other two keys and go on to the next step. If not repeat steps 1, 1a and 1b.

   c. Turn the unit right side up see diagram on left. Hold down the **5** key for three consecutive beeps, than release the key, the Telxon unit will erase all data it contains and do a self-test. During this time (40-80 seconds) the display will be blank. When the unit has finished erasing itself, you will hear a loud, continuous beep and displays MEM OK. Press the **ENTER** key.

2. Press the **ON/OFF** key. After a few seconds the Telxon unit will display "TruServ REV. 5.5 06/02/03 for two seconds. It will then display PARENT STORE _ _ _ _ _ _
3. The PARENT STORE and Additional Store fields are a six digit all numeric field. Therefore,
   a. If your parent store number is five digits enter 0 plus your five-digit store number and then press **ENTER**. Do not include your two digit Distribution Center number (i.e., 01-0028-1 enter 000281).
   b. If your store number begins with an alpha character (see list) key in the numeric value indicated in the list, plus the remaining four digits of your Member number (i.e., M279-4 enter 102794).

Alpha List	
A – 12	E - 16
B – 13	H – 11
C – 14	M – 10
D – 15	Y – 34

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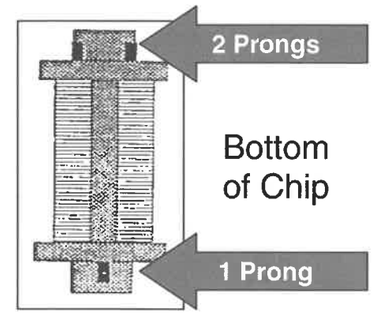
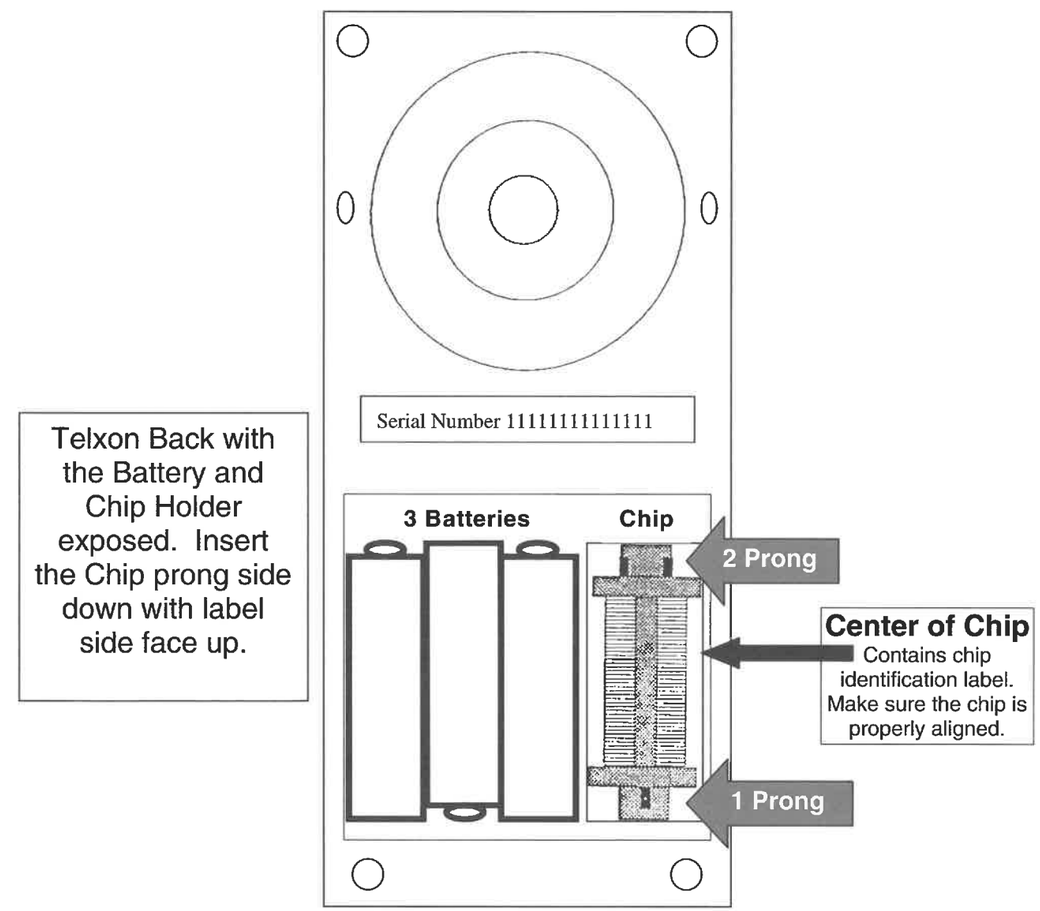
Telxon PTC-701

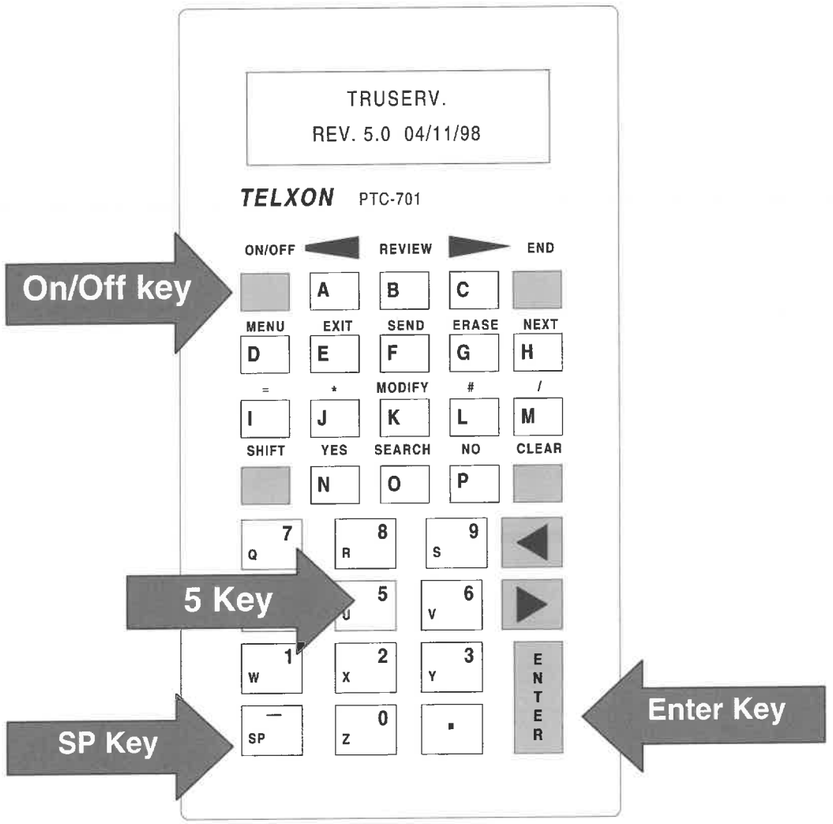
CHIP AND BACK (WITH NO COVER EXPOSING BATTERY & CHIP AREA)





Telxon PTC-701

The example below is the front of the Telxon Unit.
The keys marked by arrows are those used in re-initializing.



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INSTALLING PTC-701 TELXON CHIP – VERSION 5.5K

The New Telxon Chip has several enhancements. Please replace the chip in your Telxon before you place your next order. The Telxon Chip Kit includes:

1. A New Telxon PTC-701 Chip. The label appears on top of the chip and has the following information to identify it's revision level, contents and hot pink in color:

TruServ 701
Ver. 5.5k 6/02/03
Ck – 94213E

2. Directions for installing the New Telxon Chip.
3. A Telxon Manual (revised 06/02/03).
4. A Letter outlining the changes.

RECOMMENDED CHIP INSTALLATION STEPS

Please follow the steps outlined below, to ensure a successful installation of your new Telxon Chip and Initialization of your Telxon Unit.

1. Verify that your Conversion Kit is complete. If anything is missing, please call Telxon Support at 800-828-6358.
2. View and record your store number and any additional store numbers for use later instructions on page 84.

Parent Store		Addl. Store #5	
Addl. Store #1		Addl. Store #6	
Addl. Store #2		Addl. Store #7	
Addl. Store #3		Addl. Store #8	
Addl. Store #4		Addl. Store #9	

3. Review diagram for the front and back of the Telxon found on page 80 & 81. Remove the old chip and install the New Chip, instructions on page 82.
4. Initialize the Telxon unit, instructions on page 82.
   a. Enter your Store Number and or any Additional Store Numbers that uses this same unit see instructions on page 82.
   b. Key in the New Software Level Code and Parameter settings found on 84.
   c. Complete re-Initialization.
5. Verify your Store Number, instructions on page 84.
6. Verify the software level code and parameters, instructions on page 84.

Step 6. Item Modify

Instead of re-entering the item with the corrected quantity, you can "recall" the item and "physically" change the information.

Now let's change the quantity for item 815316 entered in Step 2 from 500 to 50.

ENTER ITEM _ _ _ _ _ _	Press "**B**"
ENTER STORE ID **XXXXXX**	Press **"O/SEARCH"** **NOTE:** "XXXXXX" is the store ID you entered when you started the order.
FIND=_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	**815316** Press **"ENTER"**. **"SEARCHING"** will flash on the unit.
ITEM **815316** QUANTITY **500**	Press the **"K/MODIFY"** key.
M ITEM **815316** QUANTITY _ _ _ _ _	**50**
ENTER ITEM **100651**	Is the next entry in the order. You may want to verify that the item quantity has changed by reviewing or searching for the item as explained in Steps 3 and 4.

Return to the end of the order by pressing **"B/REVIEW"** and then **"C/►."**

Step 7. Ending Your Order

You now need to end your order. You will also erase the data entered so that your unit will be cleared to enter orders.

ENTER ITEM _ _ _ _ _ _	**"END"**
END WAREHOUSE ORDER Y/N?	**"YES'**
ADDITIONAL ORDER Y/N?	**"NO"**
ENTER-1 SEND-2 ERASE-3	**"2"**
SEND WAREHOUSE Y/N?	**"YES"**
READY TO SEND? (**Yes** or no)	**"YES"** You are doing a "fake" send so that you can erase the data. The Telxon unit responds with **"SENDING, PLEASE WAIT."**
SEND DONE Y/N?	**"YES"**
ENTER-1 SEND-2 ERASE-3	**"3"**
ERASE WAREHOUSE Y/N?	**"YES"**
ARE YOU SURE?	**"YES"** **"*DATA ERASED*"** flashes on the screen and returns to the Main Menu "ENTER-1 SEND-2 ERASE-3"

Testing is complete. You can now start using your Telxon to place orders.

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Step 4 – Optional Advanced Topic: Item Number Search

If you want to look for an item to verify your entry, you can also search for the item. For example, let's verify that you have entered a total quantity of 1500 for item 100651.

ENTER ITEM _ _ _ _ _ _	Press "**B/REVIEW**"
ENTER STORE ID **XXXXXX**	Press "**O/SEARCH**" **NOTE:** "XXXXXX" is the store ID you entered when you started the order.
FIND=_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	**100651** Press "**ENTER**". "**SEARCHING**" will flash on the unit.
ITEM **100651** QUANTITY **1500**	Press "**O/SEARCH.**"
FIND=_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	**100651** Press "**ENTER**". "**SEARCHING**" will flash on the unit.
NOT FOUND	Will flash to indicate that there are no more entries for this item, only two entries for item 100651 have been found with total of 1500.

Step 5. Item Delete

The following information demonstrates another way to remove an item entered by mistake. This will "physically delete" an item rather than by entering it again with a 0 quantity.

Let's delete item 123452 entered in Step 2.

ENTER ITEM _ _ _ _ _ _	Press "B/REVIEW"
ENTER STORE ID **XXXXXX**	Press "**O/SEARCH**" **NOTE:** "XXXXXX" is the store ID you entered when you started the order.
FIND=_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	**Key "123452"** Press "**ENTER**". "**SEARCHING**" will flash on the unit. ITEM **123452** QUANTITY **12** Lightly press the blue ◄ key above "**ENTER**" one time.
ENTER ITEM **123452**	Hold down the "**I/=**" key until you hear 3 beeps. You may want to verify that the item is no longer on your order by reviewing or searching for the item as explained in Steps 3 and 4.

Return to the end of the order by pressing "**B/REVIEW**" and then "**C/>**."

SELF STUDY GUIDE: WAREHOUSE ORDER ADVANCED TOPICS

In this section you will learn how to review your order and other ways to delete and modify your line entries.

Step 1 – Order Heading

First power on the Telxon unit by pressing the "**ON/OFF**" key.

ENTER-1 SEND-2 ERASE-3	"**1**"
ENTER WAREHOUSE Y/N?	Press "**YES**"
ENTER DATE MMDDYY	**100102.** The date you entered here is October 01, 2002. This date is used only for the self-study section. When you place your regular order, use the date the order is due.
ENTER PO _ _ _ _ _ _ _ _ _ _	**W123**

Step 2 – Item Entry

First let's enter some item numbers and quantities.

ITEM	QUANTITY
123452	144
815316	500
100651	1500
723254	12

Step 3 – Reviewing your Order

You may want to review your order to verify your entries.

ENTER ITEM _ _ _ _ _ _	Lightly press the blue "◄" key above the "**ENTER**" key. This will take you back through the order. Pressing the blue "►" key above the **ENTER**" key will move you forward through the order. After you finish practicing, press the "►" key until the "**ENTER ITEM** _ _ _ _ _ _" prompt appears. You can get to the beginning of the order by pressing "**B/REVIEW**." You can then press the blue arrow keys above "**ENTER**" to move forward and backward through the order.
Another way to get to the end of the order is to press	"**B/REVIEW**" and then "**C/>**."

INTRODUCTION

This manual provides step-by-step instructions for using your Telxon PTC-701 or PTC-610 Order Entry Unit to enter and send orders, and claims to TruServ Corporation. These include Warehouse Orders, Paint Orders, Relay Orders, Promotion Orders, C4P-Connect 4 Profit Orders, Special Orders (future use), Policy A Claims, and Member Claims.

In addition it provides instructions to enter and send Inventory transactions to the TruServ Service Provider for Inventory Valuation. There are also instructions to enter and upload Miscellaneous Transactions, which currently are only used by Members with ABC and RBS Retail Systems (please contact the RBS and ABC Helpdesk for additional instructions).

It also provides instructions on initializing the PTC-701 and PTC-610 Telxon units and using its' special functions.

The Telxon PTC-610 unit has an optional scanning feature that allows Members that require bar code scanning and/or that place large orders. The "PSC QuikScan 6000 Plus" Laser Scanner is the only supported scanner to be used with the Telxon PTC-610.

Telxon Help Desk 800-828-3658

For answering any questions about the operation of the Telxon unit, installation of PTC-701 chip or if you need to replace your unit, if it is not functioning properly, please call **1-800-828-3658**. The hours of operation are listed below.

Monday – Thursday ..... 6:00AM – 8:30PM Central Standard Time
Friday ..... 7:00AM – 4:30PM Central Standard Time
Sunday ..... 7:00AM – 8:30PM Central Standard Time

Use of bar-coded Item Numbers

The Telxon PTC-610 unit is set up to use the PSC QuickScan 6000 Plus Laser Scanner to read TruServ bar-coded item numbers (Code 128) that are on TruServ Self Labels or that are on Self Labels generated by the various Retail Systems at the Member's store. This feature can be used to scan item numbers instead of using the keyboard. Optionally, a limited number of other scanning devices can be used: Symbol LT1710 and LT1810 Laser Touch Scanners.

Order/Claim Partitions

As stated above, you can enter different types of orders and claims with your Telxon. Each order or claim type has its own "partition", a different area in the unit. You should be careful that you enter your order or claim in the correct partition. For example, an item number entered in the wrong order partition may be accepted, but it would probably be a product you do not want.

Uploading Data from the Telxon to your Retail System

Please **consult your Retail System Help Desk** to obtain the instructions and list of partitions that can be upload from the Telxon to your Retail System. **This is very important; some systems cannot accept all orders created in a Telxon.**

Item Number Validation

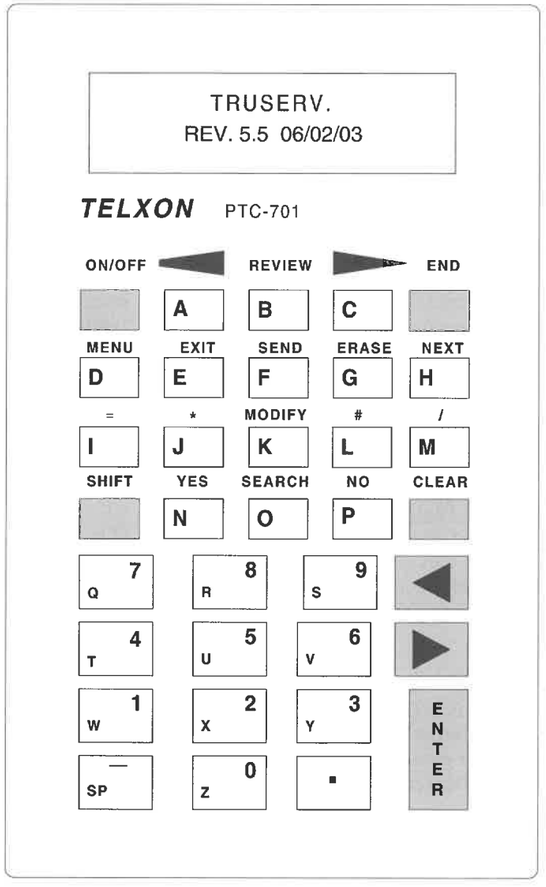
The Telxon no longer validates the Item Number entered. This is a company initiative change that was needed to create new item numbers for upcoming projects. The Item Number is re-displayed at the quantity prompt, please review your item (6 digits) numbers upon entering the quantity you are ordering. This gives you the opportunity to go back and correct it.

Transmitting UPC

Currently UPC data can only be uploaded to a Retail System (P.O.S. or Electronic Catalog). We cannot accept UPC data in order transmissions to TruServ Corporation.

TELXON PTC-701 UNIT

The Telxon PTC-701 unit has a 2 x 16 display and keyboard with 35 keys on the front of the unit and an acoustic coupler on the back of the unit for transmitting data. The display prompts you to perform a function, enter data, or review what you have entered and displays messages. The keyboard allows you to select functions and enter data.



Step 4 – Ending your Order

ENTER BOOK/PAGE _ _ _ _ _	Press "**L/#**". "**TOTALS 0004**" will be displayed.
ENTER BOOK/PAGE _ _ _ _ _	"**END**."
END RELAY Y/N	"**YES**"
ADDITIONAL ORDER Y/N?	"**NO**"

Step 5 – Sending the Order

	"**2**"
SEND WAREHOUSE Y/N?	"**NO**"
SEND PAINT Y/N?	"**NO**"
SEND RELAY Y/N?	"**YES**".
READY TO SEND? (**Yes** or no).	Strap unit to the phone. Dial the TEST SYSTEM number assigned to you. (DO NOT dial the number assigned for ordering.) After the recording says to transmit your order, press the "**YES**" key. The Telxon system responds with "SENDING, PLEASE WAIT." Listen for the response: PLEASE WAIT FOR YOUR CALL NUMBER.
The test system you just dialed into doesn't respond like the regular system. The test system good response signal is as follows: Please wait! Please wait for call for assistance, data transmission ok. Thank you.	

If you have data transmission errors, follow the telephone instructions.

SEND DONE Y/N?	"**YES**" If you had data transmission errors, respond "NO." This will return you to the "SEND RELAY Y/N" prompt and you can then try to send again.
ENTER-1 SEND-2 ERASE-3	"2"
ERASE WAREHOUSE Y/N?	"NO"
ERASE PAINT Y/N?	"NO"
ERASE RELAY Y/N?	"**YES**"
ARE YOU SURE?	"**YES**" "*DATA ERASED*" flashes on the screen and returns to the Main Menu, "ENTER-1 SEND-2 ERASE-3" Turn off the unit.

RELAY TEST ORDER

To send a Relay Test Order, follow the instructions below.

Step 1 – Order Heading

First power on the Telxon unit by pressing the "**ON/OFF**" key.

ENTER-1 SEND-2 ERASE-3	"**1**"
ENTER WAREHOUSE Y/N?	"**NO**"
ENTER PAINT Y/N?	"**NO**"
ENTER RELAY Y/N?	"**YES**"
ENTER DATE MMDDYY	**100102.** The date you entered is October 01, 2002. This date is used only for the test order. When placing your regular order, use the date the order is due.
ENTER PO _ _ _ _ _ _ _ _ _ _	R456
ENTER RELAY ID _ _ _	070

Step 2 - Book/Page/Line Entry

Enter the following Book/Page/Line information

Book/Page	Line	Quantity
0713-8	24-0	16
	50-5	144

IMPORTANT: Remember to press "**END**" at the "**BK/PB 07138 ENTER LINE _ _ _**" display when you are through entering a Book/Page. We will not be able to purchase the correct number of items and fill your orders correctly, if your forget to change the Book/Page.

Book/Page	Line	Quantity
0717-9	12-5	7
	22-4	12
	62-0	6

Remember to press "END" to return to the "ENTER BOOK/PAGE _ _ _ _ _" display prompt.

Step 3 – Deleting a Line

Delete line Book/Page 0717-9, line 22-4.

1. Remember to press "**B/REVIEW**" to get to the top of the order.
2. Press "**O/SEARCH**" to find Book/Page 0717-9 (FIND=**07179**)
3. Press "**O/SEARCH**" again to find line 22-4 (FIND=**224**).
4. When "**B/P 07179 L224 ENTER QTY 12**" appears, press the blue "**<.**" key. "**BK/PG 07179 ENTER LINE 224**" should appear in the display.
5. Hold the "**I/=**" key down until you hear 3 beeps to delete the line.
6. Return to the end of the order by pressing "**B/REVIEW**" and then "**C/>.**"

TELXON FUNCTION KEYS

The keyboards on the Telxon PTC-701 and PTC-610 units are identical and have many function keys. The keyboard mask is the standard Telxon mask and shows the special functions that several of the keys perform. In some cases, the keys themselves indicate the functions. The table below defines the purpose of each function key.

KEY	FUNCTION	DESCRIPTION
	ON/OFF	Powers unit On and Off. Its' located in the upper left-hand corner. The unit automatically shuts off after a few seconds. To resume where you left off, press the **ON/OFF** key.
A	◄	Takes you to the beginning of the file if you press the "B" key first and then the "**A**" key. Pressing the key alone allows you to review items in the same format such as Items Only, or Items and Quantities etc. towards the beginning of the order.
B	**Review**	Pressing this key alone takes you to the beginning of your order. Allows you to review what is in the file if you press the **B** key first and then by pressing the arrow keys.
C	►	Takes you to the end of the file if you press the **B** key first and then the **C** key. Pressing this key alone allows you to review items in the same format such as Items Only, or Items and Quantities etc. towards the end of the order.
	End	Activates the End Order Prompt. In the Relay Partition this key also resets the Book/Page Number prompt to allow the entry of a new Book/Page Number (see Relay Instructions).
D	**Menu**	Display Software and Parameters. When at the Main Menu, allows you to view the software level code and eight (8) associated parameters that are active by holding down the **MENU** key for three (3) consecutive beeps, it's displayed for about 10 seconds.
E	**Exit**	Exits partitions accessed that are Closed for Review Only. Plus, while keying an order and using the arrow key to scroll back and forth, pressing this key will take you back to where you left off (a blank prompt).
F	**Send**	While at the Main Menu of the PTC-610, pressing the 'F' key and holding it down for 3 consecutive beeps will display the Setup Menu. The Setup Menu allows you to change the scanning device, set the volume, and adjust the contrast on the display. The Setup Menu has three (3) selections: 1 Wand Device, 2 Set Volume, and 3 Adjust Contrast. It is **Non-Functional in the PTC-701**.
G	**Erase**	Nonfunctional.
H	**Next**	Nonfunctional.
I	**=**	Deletes Items. When in an order partition, deletes an item when the "**I/=**" key is held down for 3 consecutive beeps. Must have the item number displayed, or, if Relay, the line number displayed. Do not use this feature if you have already transmitted your order to TruServ Corporation.
J	✶	To view and change the software level codes and (8) parameters that are active. **Viewing parameters**, at the Main Menu, hold down J/* key for three (3) consecutive beeps. To **change the settings**, again hold down the J/* key for three (3) consecutive beeps now enter the new settings.

KEY	FUNCTION	DESCRIPTION
K	**Modify**	Press **K** to make corrections. This may also be done after ending an order, but before transmitting the order. Do not use this feature if you have already transmitted your order to TruServ Corporation.
L	#	Displays the Total number of entries and the name of the partition you are in, if pressed before the order is ended at a blank item prompt.
M	/	Displays the amount memory available when pressed at a blank Item Prompt.
Shift		When ordering, allows you to toggle back and forth between numeric and alpha characters when entering Purchase Order numbers. In Variable Pricing, allows you to shift from alpha to numeric when entering Fine Line codes.
N	**Yes**	Press this key to enter a **YES** response when required at (yes or no) or (Y/N?) prompts.
O	**Search**	Allows you to search for an item. First press the "**B**" key, which takes you to your store ID number, and then press the "**O**" key to display "**FIND =**" prompt. Enter the item number and press the **ENTER key**. To search for a different item number, you must always press the **B** key first return to the beginning of the order.
P	**No**	Press this key to enter a **NO** response when required at (yes or no) or (Y/N?) prompts.
	Clear	Clears the field displayed, allowing corrections to be made, when pressed **before ENTERING the data**. This key cannot be used when data is automatically entered.
	◀ ▶	Pages through an order one entry at a time, exactly the way the order was keyed. Ex: Item, Item and quantity, or Item and Price. The Blue "◀" arrow pages to the beginning of the file and the Blue "▶" arrow pages to the end of the file.
SP		Non-Functional
•		To **enter a special quantity**, key in the item number and then press the • (DOT) key. The unit will now display SPECIAL QUANTITY. Enter the special quantity. To **enter a special price**, enter the quantity and then press the • (DOT) key. The unit will now display SPECIAL PRICE. Enter the special price. When at the Main Menu lets you **review your store number**(s) by holding down the • (DOT) key for three (3) beeps. To change the Parent Store number, hold down the **CLEAR** key for three (3) beeps, and enter the new Parent Store number. In the **Miscellaneous Partition**, pressing the • (DOT) key in certain TX Codes switches back and forth **indicating a percentage increase (+) or percentage decrease (-)** to Margin Percent.
	Enter	Enters the data into the unit's memory.

Step 4 – Ending your Order

ENTER BOOK/PAGE _ _ _ _ _	Press "**END**."
END RELAY Y/N	"**YES**"
ADDITIONAL ORDER Y/N?	"**NO**"
ENTER-1 SEND-2 ERASE-3	"**2**"
SEND WAREHOUSE Y/N?	"**NO**"
SEND PAINT Y/N?	"**NO**"
SEND RELAY Y/N?	"**YES**"
READY TO SEND? (**Yes** or no)	"**YES**" You are doing a "fake" send so that you can erase the data. The Telxon unit responds with "**SENDING, PLEASE WAIT**."
SEND DONE Y/N?	"**YES**"
ENTER-1 SEND-2 ERASE-3	"**3**"
ERASE DATA Y/N?	"**YES**"
ERASE WAREHOUSE Y/N?	"**NO**"
ERASE PAINT Y/N?	"**NO**"
ERASE RELAY Y/N?	"**YES**"
ARE YOU SURE?	"**YES**" "***DATA ERASED***" flashes on the screen and returns to Main Menu "ENTER-1 SEND-2 ERASE-3"

Continue on to the "Relay Test Order" section .

To do this, make the following entries.

ENTER BOOK/PAGE _ _ _ _ _	**07179**
BK/PG **07179** ENTER LINE _ _ _	**125**
B/P **01719** L **125** ENTER QTY _ _ _ _ _	**7**
BK/PG **07179** ENTER LINE _ _ _	**224**
B/P **01719** L **224** ENTER QTY _ _ _ _ _	**12**
BK/PG **01719** ENTER LINE _ _ _	**620**
B/P **01719** L **620** ENTER QTY _ _ _ _ _	**6**
BK/PG **07179** ENTER LINE _ _ _	"**END**"

Step 3 – Deleting a Line

Let's delete "Book/Page 0717-9", Line 22-4.

ENTER BOOK/PAGE _ _ _ _ _	Press "**B/REVIEW**"
ENTER STORE ID XXXXXX	Press "**O/SEARCH**"
"XXXXXX" is your store ID number.	
FIND= _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	**07179** This places you at the beginning of the Book/Page.
ENTER BOOK/PAGE **07179**	Press "**O/SEARCH**"
FIND= _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	224
B/P **07179** L **224** ENTER QTY **12**	Lightly press the blue "◄" key above the "**ENTER**" key. BK/PG **07179** ENTER LINE **224** Hold down "**I/=**" until you hear three beeps. You can only delete when this line display is shown. Then the next line number in the order appears. B/P **07179** L **620** ENTER QTY **6** Press "**EXIT/E**."

TELXON PTC-701 INITIALIZATION AND SETTINGS

Your Telxon PTC-701 Order Entry Unit must be initialized in the following cases:

- To set up software level, parameters and store ID table with your store number and all other store numbers if you planning to use the same unit to place orders for multiple stores.
- When you replace the chip; or
- If all of the batteries are dead and need replacing.

Note: If the batteries are low, the unit does not need to be reprogrammed. You can change one battery at a time but note that you only have approximately 30 seconds to do so.

Note: The Telxon unit sent to you from TruServ Corporation has already been setup with your TruServ Member number and the allowable software code level and parameters.

To Initialize the Unit

To initialize your Telxon PTC-701 Order Entry Unit, follow the steps below.

Note: The following steps will clear the memory of any data entered. If you are trying to recover from an error and have data in your Telxon that needs to be transmitted, call the Telxon Help Desk at **1-800-828-3658**. If not, go on to the next step.

1. Make sure the Telxon unit is **OFF**.

   a. Place the unit on a flat surface with keyboard face up and side ways just like the diagram on the right. Using two fingers from your left hand, press and hold down both the **ENTER** key and the **SP** key at the same time.

   b. While holding down these two keys, with one finger from your right hand, press and hold the On/Off key for 10 seconds, than release only the **ON/OFF** key. The unit will display a 42>. If so, release the other two keys and go on to the next step. If not repeat steps 1, 1a and 1b.

   c. Turn the unit right side up see diagram on left. Hold down the **5** key for three consecutive beeps, than release the key, the Telxon unit will erase all data it contains and do a self-test. During this time (40-80 seconds) the display will be blank. When the unit has finished erasing itself, you will hear a loud, continuous beep and displays MEM OK. Press the **ENTER** key.

2. Press the **ON/OFF** key. After a few seconds the Telxon unit will display "TruServ REV. 5.5 06/02/03 for two seconds. It will then display PARENT STORE _ _ _ _ _ _

3. The PARENT STORE and Additional Store fields are a six digit all numeric field. Therefore,

   a. If your parent store number is five digits enter 0 plus your five-digit store number and then press **ENTER.** Do not include your two digit Distribution Center number (i.e., 01-0028-1 enter 000281).

   b. If your store number begins with an alpha character (see list) key in the numeric value indicated in the list, plus the remaining four digits of your Member number (i.e., M279-4 enter 102794).

Alpha List	
A – 12	E - 16
B – 13	H – 11
C – 14	M – 10
D – 15	Y – 34

   c. After keying in the Parent the unit will display ADDL STORE #1 _ _ _ _ _ _. If you use the Telxon for more than one store, key-in each additional store number. You may enter up to nine additional stores.

   d. Use the blue arrow keys to review the store numbers you have entered to make sure they are correct. If you detect any errors, while displaying the incorrect store number of this area, press and hold the Clear key for 3 consecutive beeps to clear the invalid number, now key in the correct store number. When you have finished, press the **END** key.

To Select Software Level Code and Parameters

A series of prompts will appear to select the software level code and the associated parameters. For each prompt, enter the value shown. Except for the software level code, all of the entries are numeric.

Warning, the following codes and parameters can only be used by chip TruServ 701 Ver. 5.5k 06/02/03 Ck-94213E.

ENTER C _ .....Enter **C**
ORDER OPT _.....Enter **4**
QTY/PRICE OPT _ .....Enter **1**
RELAY ITEM OPT _ .....Enter **0**
RELAY QTY OPT _ .....Enter **1**
UPC OPT _ .....Enter **0**
SKU OPT _ .....Enter **0**
PO OPT _ .....Enter **2**
VP OPT _.....Enter **0**

Initialization Complete

When your Telxon unit displays the Main Menu ENTER-1 SEND-2 ERASE-3 the initialization of the unit is complete.

VIEWING SOFTWARE LEVEL CODE & PARAMETERS SETTINGS

You can review your software level code and eight (8) associated parameters settings by going to the Main Menu ENTER-1 SEND-2 ERASE-3 and then holding down the **MENU** key or the J/* key for three (3) consecutive beeps.

Example: The system displays the settings **Flags: C41010020** if the software level **C** and parameters **41010020** were initialized. Press the **END** key to terminate the review process.

CHANGING SOFTWARE LEVEL CODE & PARAMETERS SETTINGS

You can change your software level code and 8 (eight) associated parameter settings by one of two ways: 1) reinitializing the Telxon. 2) By going to the Main Menu "ENTER-1 SEND-2 ERASE-3" and then holding down the **J/*** key for three (3) consecutive beeps to view the settings and then again holding down the J/* key for three (3) consecutive beeps.

Example: The system displays the settings **Flags: C41010020** if the software level **C** and parameters **41010020** were initialized. After the second set of three (3) consecutive beeps, the next line displays **Flags:** and you can now enter the new settings. Press the **END** key to terminate the review process.

SELF STUDY GUIDE: RELAY ORDER

You will learn how to enter relay orders with your Telxon unit. The prerequisite for this self-study section is completion of the Warehouse Order Self Study Guide or experience in entering Warehouse orders.

Step 1 – Order Heading

First power on the Telxon unit by pressing the "**ON/OFF**" key.

ENTER-1 SEND-2 ERASE-3	"**1**"
ENTER WAREHOUSE Y/N	"**NO**"
ENTER PAINT Y/N?	"**NO**"
ENTER RELAY Y/N?	"**YES**"
ENTER DATE MMDDYY	**100102.** The date you are entering here is October 01, 2002. This date is used only for the self-study section. When you place your regular order, use the date the order is due.
ENTER PO _ _ _ _ _ _ _ _ _ _	**R456** You can enter a purchase order number up to 10 characters. If you use alpha characters in the number , use the "**SHIFT**" key to toggle back and forth between numeric and alpha characters. In this case, you press "**SHIFT**", enter **R**, press "**SHIFT**", enter **456**, and press "**ENTER**".
ENTER RELAY ID _ _ _	**070** You can only enter one relay ID per order.

Step 2 - Book/Page/Line Entry

The following example shows you how to enter 2 lines on one book/page.

ENTER BOOK/PAGE _ _ _ _ _	**07138** You must enter all 5 digits. You enter the Book/Page once and then you enter all the lines on that book/page.
BK/PG 07138 ENTER LINE _ _ _	**240** You must enter all three digits.
B/P **07138** L **240** ENTER QTY _ _ _ _ _	**16** Up to 5 digits can be entered.
BK/PG **07138** ENTER LINE _ _ _	**505**
B/P **07138** L **505** ENTER QTY _ _ _ _ _	**8**
BK/PG **07138** ENTER LINE _ _ _	"**END**"

You have now completed entry of 2 lines on one book/page. Let's practice entering another Book/Page with 3 lines using the following data.

BOOK/PAGE	LINE	QTY
0717-9	12-5	7
	22-4	12
	62-0	6

STEP 10. Sending the Order

ENTER-1 SEND-2 ERASE-3	**"2"**
SEND WAREHOUSE Y/N?	**"YES"**
READY TO SEND? (**Yes** or no)	Strap unit to the phone. Dial the **TEST SYSTEM** number assigned to you. (**DO NOT** dial the number assigned for ordering.) After the recording says *'Hello Service Entry System please send data thank you!'* transmit your order, by pressing the **YES**" key. The Telxon system responds with "**SENDING, PLEASE WAIT**." Listen for the response: PLEASE WAIT FOR YOUR CALL NUMBER.

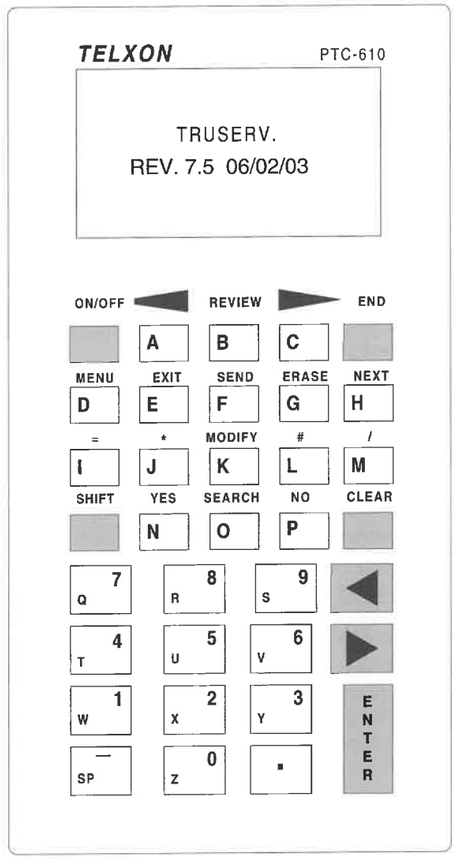
The test system you just dialed into doesn't respond like the regular system. The test system good response signal is as follows:

Please wait! Please wait for call for assistance, data transmission ok. Thank you.

SEND DONE Y/N?	"**YES**" If you had data transmission errors, respond "NO". This will return you to the "SEND WAREHOUSE Y/N" prompt and you can then try to send again.
ENTER-1 SEND-2 ERASE-3	"3"
ERASE WAREHOUSE Y/N?	**"YES"**
ARE YOU SURE?	**"YES"** "***DATA ERASED***" flashes on the screen. ENTER-1 SEND-2 ERASE-3 Continue on to the "Self-Study Guide: Relay Order" section.

TELXON PTC-610 UNIT

The Telxon PTC-610 unit has a 4 x 16 display and keyboard with 35 keys on the front of the unit and an acoustic coupler on the back of the unit for transmitting data. The display prompts you to perform a function, enter data, or review what you have entered and displays messages. The keyboard allows you to select functions and enter data.



TELXON FUNCTION KEYS

The keyboards on the Telxon PTC-701 and PTC-610 units are identical and have many function keys. The keyboard mask is the standard Telxon mask and shows the special functions that several of the keys perform. In some cases, the keys themselves indicate the functions. The table below defines the purpose of each function key.

KEY	FUNCTION	DESCRIPTION
	ON/OFF	Powers unit On and Off. Its' located in the upper left-hand corner. The unit automatically shuts off after a few seconds. To resume where you left off, press the **ON/OFF** key.
A	◄	Takes you to the beginning of the file if you press the "B" key first and then the "**A**" key. Pressing the key alone allows you to review items in the same format such as Items Only, or Items and Quantities etc. towards the beginning of the order.
B	**Review**	Pressing this key alone takes you to the beginning of your order. Allows you to review what is in the file if you press the **B** key first and then by pressing the arrow keys.
C	►	Takes you to the end of the file if you press the **B** key first and then the **C** key. Pressing this key alone allows you to review items in the same format such as Items Only, or Items and Quantities etc. towards the end of the order.
	End	Activates the End Order Prompt. In the Relay Partition this key also resets the Book/Page Number prompt to allow the entry of a new Book/Page Number (see Relay Instructions).
D	**Menu**	Display Software and Parameters. When at the Main Menu, allows you to view the software level code and eight (8) associated parameters that are active by holding down the **MENU** key for three (3) consecutive beeps, it's displayed for about 10 seconds.
E	**Exit**	Exits partitions accessed that are Closed for Review Only. Plus, while keying an order and using the arrow key to scroll back and forth, pressing this key will take you back to where you left off (a blank prompt).
F	**Send**	While at the Main Menu of the PTC-610, pressing the 'F' key and holding it down for 3 consecutive beeps will display the Setup Menu. The Setup Menu allows you to change the scanning device, set the volume, and adjust the contrast on the display. The Setup Menu has three (3) selections: 1 Wand Device, 2 Set Volume, and 3 Adjust Contrast. It is **Non-Functional in the PTC-701**.
G	**Erase**	Nonfunctional.
H	**Next**	Nonfunctional.
I	=	Deletes Items. When in an order partition, deletes an item when the "**I/=**" key is held down for 3 consecutive beeps. Must have the item number displayed, or, if Relay, the line number displayed. Do not use this feature if you have already transmitted your order to TruServ Corporation.
J	✱	To view and change the software level codes and (8) parameters that are active. **Viewing parameters**, at the Main Menu, hold down J/* key for three (3) consecutive beeps. To **change the settings**, again hold down the J/* key for three (3) consecutive beeps now enter the new settings.

Step 5 - Canceling an Item

To cancel an item that has been entered into the unit by mistake, re-enter the item with a quantity of 0. Let's cancel item 815316 entered in Step 2.

ITEM	QUANTITY
815316	0

Step 6 – Changing a Quantity

To change a quantity, re-enter the item with the new quantity. In Step 2, you enter 723254 with a quantity of 50. Change the quantity to 55.

ITEM	QUANTITY
723254	55

Step 7 – Special Price Entry

Enter the following two items with a special price. Remember, you do this by entering "●" after you enter the quantity.

ITEM	QUANTITY	SPECIAL PRICE
862516	144	$ 0.78
774711	96	$ 0.09

Step 8 – Special Quantities and Special Prices

Remember you enter a special quantity by pressing the "●" key after you have entered the item number. You enter a special price by entering "●" after you enter the special quantity.

ITEM	SPECIAL QUANTITY	SPECIAL PRICE
751115	24	$51.05
842682	1200	$ 0.50

Step 9 – Ending the Order

ENTER ITEM _ _ _ _ _ _	Press "**L/#.**"
TOTALS **0014**	You have entered 14 lines.
ENTER ITEM _ _ _ _ _ _	"**END.**"
END WAREHOUSE ORDER Y/N?	"**YES**"
ADDITIONAL ORDER Y/N?	"**NO**"

WAREHOUSE TEST ORDER

Before you send a Warehouse Test Order, you should complete the previous "Self-Study Guide: Warehouse Order" section.

Step 1 - Order Heading

First power on the Telxon unit by pressing the "**ON/OFF**" key.

ENTER-1 SEND-2 ERASE-3	"**1**"
ENTER WAREHOUSE Y/N?	"**YES**"
ENTER DATE MMDDYY	Key in **100102** and press the Enter key. The date you are entering here is October 01, 2003. This date is used only for the test order. When you place your regular order, use the date the order is due.
ENTER PO _ _ _ _ _ _ _ _ _ _	Key in **W123** and press the Enter key.

Step 2 - Item Entry

First let's enter some item numbers and quantities.

ITEM	QUANTITY
526061	144
815316	24
123452	4
723254	50

Step 3 - Quantities of 1000 or More

Let's try keying in a couple of items with quantities greater than 1000.

ITEM	QUANTITY
452615	1500
825422	2400

Step 4 - Special Quantities

In this section you will enter the following item number with special quantities. Remember you do this by pressing the "●" key after you have entered the item number.

ITEM	SPECIAL QUANTITY
239301	8
454942	100

KEY	FUNCTION	DESCRIPTION
K	**Modify**	Press **K** to make corrections. This may also be done after ending an order, but before transmitting the order. Do not use this feature if you have already transmitted your order to TruServ Corporation.
L	**#**	Displays the Total number of entries and the name of the partition you are in, if pressed before the order is ended at a blank item prompt.
M	**/**	Displays the amount memory available when pressed at a blank Item Prompt.
Shift		When ordering, allows you to toggle back and forth between numeric and alpha characters when entering Purchase Order numbers. In Variable Pricing, allows you to shift from alpha to numeric when entering Fine Line codes.
N	**Yes**	Press this key to enter a **YES** response when required at (yes or no) or (Y/N?) prompts.
O	**Search**	Allows you to search for an item. First press the "**B**" key, which takes you to your store ID number, and then press the "**O**" key to display "**FIND =**" prompt. Enter the item number and press the **ENTER key**. To search for a different item number, you must always press the **B** key first return to the beginning of the order.
P	**No**	Press this key to enter a **NO** response when required at (yes or no) or (Y/N?) prompts.
	Clear	Clears the field displayed, allowing corrections to be made, when pressed **before ENTERING the data**. This key cannot be used when data is automatically entered.
	◀ ▶	Pages through an order one entry at a time, exactly the way the order was keyed. Ex: Item, Item and quantity, or Item and Price. The Blue "◀" arrow pages to the beginning of the file and the Blue "▶" arrow pages to the end of the file.
SP		Non-Functional
●		To **enter a special quantity**, key in the item number and then press the • (DOT) key. The unit will now display SPECIAL QUANTITY. Enter the special quantity. To **enter a special price**, enter the quantity and then press the • (DOT) key. The unit will now display SPECIAL PRICE. Enter the special price. When at the Main Menu lets you **review your store number**(s) by holding down the • (DOT) key for three (3) beeps. To change the Parent Store number, hold down the **CLEAR** key for three (3) beeps, and enter the new Parent Store number. In the **Miscellaneous Partition**, pressing the • (DOT) key in certain TX Codes switches back and forth **indicating a percentage increase (+) or percentage decrease (-)** to Margin Percent.
	Enter	Enters the data into the unit's memory.

TELXON PTC-610 INITIALIZATION AND SETTINGS

Your Telxon PTC-610 Order Entry Unit must be initialized in the following cases:

- To set up software level, parameters and store ID table with your store number and all other store numbers if you planning to use the same unit to place orders for multiple stores.
- When you replace the chip; or
- If all of the batteries are dead and need replacing.

Note: If the batteries are low, the unit does not need to be reprogrammed. You can change one battery at a time, but note that you only have 30 seconds to do so.

Note: The Telxon PTC-610 unit sent to you from TruServ Corporation has already been set up with your TruServ member number and the allowable software code level and parameters. The unit was also set up to use the scanner, and the volume setting and contrast adjustment have been set to recommended levels.

To Initialize the Unit

To initialize your Telxon PTC-610 Order Entry Unit, follow the steps below.

Note: The following steps will clear the memory of any data entered. If you are trying to recover from an error and have data in your Telxon that needs to be transmitted, call the Telxon Help Desk at **1-800-828-3658**. If not, go on to the next step.

1. Make sure the Telxon unit is **OFF**.

   a. Place the unit on a flat surface with keyboard face up and side ways just like the diagram on the right. Using two fingers from your left hand, press and hold down both the **ENTER** key and the **SP** key at the same time.

   b. While holding down these two keys, with one finger from your right hand, press and hold the On/Off key for 10 seconds, than release only the **ON/OFF** key. The unit will display a 42>. If so, release the other two keys and go on to the next step. If not repeat steps 1, 1a and 1b.

   c. Turn the unit right side up see diagram on left. Hold down the **5** key for three consecutive beeps, than release the key, the Telxon unit will erase all data it contains and do a self-test. During this time (40-80 seconds) the display will be blank. When the unit has finished erasing itself, you will hear a loud, continuous beep and displays MEM OK. Press the **ENTER** key.

2. Press the **ON/OFF** key. After a few seconds the Telxon unit will display "TruServ REV. 5.5 06/02/03 for two seconds. It will then display PARENT STORE _ _ _ _ _ _

3. The PARENT STORE and Additional Store fields are a six digit all numeric field. Therefore,

   a. If your parent store number is five digits enter 0 plus your five-digit store number and then press **ENTER**. Do not include your two digit Distribution Center number (i.e., 01-0028-1 enter 000281).

   b. If your store number begins with an alpha character (see list) key in the numeric value indicated in the list, plus the remaining four digits of your Member number (i.e., M279-4 enter 102794).

Alpha List	
A – 12	E - 16
B – 13	H – 11
C – 14	M – 10
D – 15	Y – 34

   c. After keying in the Parent the unit will display ADDL STORE #1 _ _ _ _ _ _. If you use the Telxon for more than one store, key-in each additional store number. You may enter up to nine additional stores.

   d. Use the blue arrow keys to review the store numbers you have entered to make sure they are correct. If you detect any errors, while displaying the incorrect store number of this area, press and hold the Clear key for 3 consecutive beeps to clear the invalid number, now key in the correct store number. When you have finished, press the **END** key.

ENDING YOUR ORDER

You now need to end your order. You will also erase the data entered so that you can enter a Warehouse Test Order. Follow the instructions below.

ENTER ITEM _ _ _ _ _ _	"**END**"
END WAREHOUSE ORDER Y/N?	"**YES**"
ADDITIONAL ORDER Y/N?	"**NO**"
ENTER-1 SEND-2 ERASE-3	"**2**"
SEND WAREHOUSE Y/N?	"**YES**"
READY TO SEND? (**Yes** or no)	"**YES**". You are doing a "fake" send so that you can erase the data. The Telxon unit responds with "**SENDING, PLEASE WAIT**."
SEND DONE Y/N?	"**YES**"
ENTER-1 SEND-2 ERASE-3	"**3**"
ERASE WAREHOUSE Y/N?	"**YES**"
ARE YOU SURE?	"**YES**" ("***DATA ERASED***" flashes on the screen.)
ENTER-1 SEND-2ERASE-3	Continue on to the "Warehouse Test Order" Section.

SPECIAL PRICES AND QUANTITIES OF 1000 OR MORE

Let's enter item 774711 for a quantity of 1500 and a price of $00.89.

ENTER ITEM _ _ _ _ _ _	Key in **774711**
ITEM **774711** QUANTITY _ _ _ _ _	Key in **1500** and press the Enter key.
ENTER ITEM _ _ _ _ _ _	Press the "●" key
ITEM **7747711** PRICE $_ _ _ _ _ . _ _	Key in **89** and press the Enter

SPECIAL QUANTITIES AND SPECIAL PRICES

Now let's put it all together and enter an item number 723254 with special quantity 6 and special price $39.95.

ENTER ITEM _ _ _ _ _ _	**723254**
ITEM **723254** QUANTITY _ _ _ _ _	**Press the "●" key**
ITEM **723254** SPECIAL QTY _ _ _ _ _	**6**
ENTER ITEM _ _ _ _ _ _	Press the "●" key
ITEM **723254** PRICE $_ _ _ _ _ . _ _	**3995**

CANCELING ITEMS

You may want to cancel an item that has been entered into the unit by mistake. You can do this by entering the item number again with a quantity of zero. This will cancel any quantities for that item number that were previously entered. Now let's cancel one item, 139568, that was previously entered in Step 2.

ENTER ITEM _ _ _ _ _ _	**139568**
ITEM **139568** QUANTITY _ _ _ _ _	**0**

CHANGING QUANTITIES

You may want to change the quantity of an item previously entered. You can do this by entering the item number again and entering the new quantity. This will correct the quantity previously entered. In Step 2 you entered a quantity 36 for item 839522. Let's change the quantity to 72. (To change quantities of 300 or more, please refer to the Special Functions section in the User Manual).

ENTER ITEM _ _ _ _ _ _	**839522**
ITEM **839522** QUANTITY _ _ _ _ _	**72**

To Select Software Level Code and Parameters

A series of prompts will appear to program the software level code and the associated parameters. For each prompt, enter the value shown. Except for the software level code, all of the entries are numeric.

Warning, the following codes and parameters can only be used by chip TruServ 610 Ver. 5.5k 06/02/03.

ENTER K _ ..... Enter **K**
ORDER OPT _ ..... Enter **4**
QTY/PRICE OPT _ ..... Enter **1**
RELAY ITEM OPT _ ..... Enter **0**
RELAY QTY OPT _ ..... Enter **1**
UPC OPT _ ..... Enter **0**
SKU OPT _ ..... Enter **0**
PO OPT _ ..... Enter **2**
VPRICE OPT _ ..... Enter **0**

ABC System Users – To Select Software Level and Parameter Codes That Also Input UPC/EAN-13 Numbers To Their Retail Systems

A series of prompts will appear to select the software level code and the associated parameters. For each prompt, enter the value shown. Except for the software level code, all of the entries are numeric.

ENTER K _ ..... Enter **L** and hold down for 3 beeps.
ORDER OPT _ ..... Enter **4**
QTY/PRICE OPT _ ..... Enter **1**
RELAY ITEM OPT _ ..... Enter **0**
RELAY QTY OPT _ ..... Enter **1**
UPC OPT _ ..... Enter **0**. Enter **1** for UPC and EAN-13.
SKU OPT _ ..... Enter **0**
PO OPT _ ..... Enter **2**
VPRICE OPT _ ..... Enter **0**

NOTE: Currently, UPC data cannot be transmitted to TruServ Corporation. It can only be uploaded to a Retail System.

To Select Scanning Device, Volume, & Contrast Settings

The Setup Menu will now appear. The menu has three (3) selections: 1 Scan Device, 2 Set Volume, and 3 Adjust Contrast, to access one of these options go to the next step, or press the **END** key to return to the Main Menu.

Selecting the scanning device. Press the **1** key. The Select Device Menu appears with the options 1= PSC-6000 and 2=Other. Select the option desired by pressing the **1** or **2** key.

Example: If you want to use the PSC QuickScan 6000 Plus Laser Scanner, press the **1** key. The message "PSC-6000 Selected" will flash on the bottom line of the display and the system will automatically return to the Setup Menu. Press the **END** key to return to the Main Menu.

NOTE: The default selection for the LT1810, LT1710 is PSC-6000.

Setting the volume on the Telxon unit, press the **2** key. The Set PTC Volume Menu appears with the options 1=Quiet, 2=Soft, 3=Medium, 4=Loud, and 5=Set Key Click. Select the option desired by pressing the appropriate key. For example, if you want to set the volume loud, press the **4** key. The Telxon will beep with the sound of the setting. Press the **END** key to return to the Setup Menu. Press the **END** key to return to the Main Menu.

Adjusting the contrast of the display on the Telxon unit, press the **2** key. The Adjust Contrast Menu appears with the options <FAR>+Up, <BAR>=Down, and <L>=Light. Select the option desired by pressing the appropriate key. Press the **END** key to return to the Setup Menu. Press the **END** key to return to the Main Menu.

Initialization Complete

When your Telxon unit displays ENTER-1 SEND-2 ERASE-3 the initialization of the unit is complete.

VIEWING SOFTWARE LEVEL CODE & PARAMETERS SETTINGS

You can review your software level code and eight (8) associated parameters settings by going to the Main Menu ENTER-1 SEND-2 ERASE-3 and then holding down the **MENU** key or the * key for three (3) consecutive beeps.

Example: The system displays the settings **Flags: K41010020** if the software level **K** and parameters **41010020** were initialized. Press the **END** key to terminate the review process.

CHANGING SOFTWARE LEVEL CODE & PARAMETERS SETTINGS

You can change your software level code and 8 (eight) associated parameter settings by one of two ways: 1) reinitializing the Telxon. 2) By going to the Main Menu "ENTER-1 SEND-2 ERASE-3" and then holding down the **J/*** key for three (3) consecutive beeps to view the settings and then again holding down the * key for three (3) consecutive beeps.

Example: The system displays the settings **Flags: K41010020** if the software level **C** and parameters **41010020** were initialized. After the second set of three (3) consecutive beeps, the next line displays **Flags:** and you can now enter the new settings. Press the **END** key to terminate the review process.

If your Telxon is set to the software level "**K**" and you want to be able to scan and input UPC and / or EAN-13 item numbers as well as TruServ item numbers you need to change to the software level "**L**". To do so, after the second set of three (3) beeps, and next line displays **Flags:** and you can now enter **L** and hold for three (3) beeps followed by **41010020** to **include UPC item numbers** or key in the following **41011020** to **include UPC and EAN-13 item numbers**. Press the **END** key to terminate the review process.

CHANGING SCANNING DEVICE, VOLUME, & CONTRAST SETTINGS

You can change the scanning device, set the volume, and adjust the contrast on the display by reinitializing the Telxon or by going to the Main Menu - ENTER-1 SEND-2 ERASE-3 and then holding down the **F** key for three (3) consecutive beeps to display up the Setup Menu.

The Setup Menu has three (3) selections: 1 Scan Device, 2 Set Volume, and 3 Adjust Contrast. Press the **END** key to return to the Main Menu.

Changing the scanning device, press the 1 key. The Select Device Menu appears with the options 1= PSC-6000 and 2=Other. Select the option desired by pressing the 1 or 2 key.

For example, if you want to use the PSC QS6000Plus Laser Scanner, press the 1 key. The message "PSC-6000 Selected" will flash on the bottom line of the display and the system will automatically return to the Setup Menu. Press the END key to return to the Main Menu.

Changing the volume setting on the Telxon unit, press the 2 key. The Set PTC Volume Menu appears with the options 1=Quiet, 2=Soft, 3=Medium, 4=Loud, and 5=Set Key Click. Select the option desired by pressing the appropriate key. For example, if you want to set the volume loud, press the 4 key. The Telxon will beep with the sound of the setting. Press the END key to return to the Setup Menu. Press the END key to return to the Main Menu.

Adjusting the contrast of the display on the Telxon unit, press the **2** key. The Adjust Contrast Menu appears with the options <FAR>+Up, <BAR>=Down, and <L>=Light. Select the option desired by pressing the appropriate key. Press the **END** key to return to the Setup Menu. Press the **END** key to return to the Main Menu.

Let's verify that you have entered 4 items by asking the Telxon to display the total number of lines.

ENTER ITEM _ _ _ _ _ _	Press "**L/#**" key
TOTALS **0004 Warehouse**	This will display for 2 seconds and the previous prompt will re-appear.

QUANTITIES OF 1000 OR MORE

The new expanded quantity allows you key in quantities 5 digits in length.

ENTER ITEM _ _ _ _ _ _	Key in **100651**
ITEM **100651** QUANTITY _ _ _ _ _	Key in **1500** and press the Enter key.
ENTER ITEM _ _ _ _ _ _	Key in **825422**
ITEM **825422** QUANTITY _ _ _ _ _	Key in **2100** and press the Enter key

SPECIAL QUANTITIES

If, in your opinion, your desired quantity is more than you consider a usual amount, you may show that you have purposely keyed an excessive quantity.

ENTER ITEM _ _ _ _ _ _	Key in **842682**
ITEM **842682** QUANTITY _ _ _ _ _	Press the "●" key
ITEM **842682** SPECIAL QTY _ _ _ _ _	Key in **6**

SPECIAL PRICES

There may be times when you want a retail price different than TruServ Corporation's Suggested Retail Price. First enter item and quantity as you normally would.

ENTER ITEM _ _ _ _ _ _	Key in **863712**
ITEM **863712** QUANTITY _ _ _ _ _	Key in **24** and press the Enter key.
ENTER ITEM _ _ _ _ _ _	Press the "●" key. This tells the unit that you want to enter a special price.
ITEM **863712** PRICE $_ _ _ _ _. _ _	Key in **2998** and press the Enter key. You have entered a price of $29.98. The price is entered without the decimal point. The unit assumes you are entering pennies. **NOTE:** If you are on the TruServ variable pricing program, your entry here will override the TruServ variable price.

Now enter item number 826438 with a quantity of 500 and a price of $ 0.08.

ENTER ITEM _ _ _ _ _ _	Key in **826438**
ITEM **826438** QUANTITY _ _ _ _ _	Key in **500** and press the Enter key.
ENTER ITEM _ _ _ _ _ _	Press the "●" key
ITEM **826438** PRICE $_ _ _ _ _. _ _	Key in **8** and press the Enter key.

SELF STUDY GUIDE: WAREHOUSE ORDER

When you complete this section, you will understand how to send Warehouse Orders with your Telxon unit.

In the self-study sections, the Telxon display prompt appears on the left. Your action is shown on the right. The instructions will tell you what key to press. To enter numbers, key in the number and then press the "**ENTER**" key.

ORDER HEADING

The heading is important because it identifies you and tells the Order Processing System your order type and the order date.

First power on the Telxon unit by pressing the "**ON/OFF**" key. This unit will automatically shut off after a few seconds if you do not use it. To resume where you left off, simply press the "**ON/OFF**" key.

ENTER-1 SEND-2 ERASE-3	Press "**1**"
ENTER WAREHOUSE Y/N?	Press "**YES**" key **NOTE:** To enter "**YES**" press the "**N**" key with the word "**YES**" above it. To enter "**NO**" press the "**P**" key with the word "**NO**" above it. **DO NOT** try to spell "**NO**" or "**YES**."
ENTER DATE MMDDYY	**100102.** The date format is numeric with a 2-digit month, 2-digit day, and the two low-order digits of the year. This date you are entering here is October 01, 2002. This date is used only for the self-study section. When you place your regular order, use the date the order is due.
ENTER PO _ _ _ _ _ _ _ _ _ _	**W123.** You can enter a purchase order number up to 10 characters. If you use alpha characters in the number, use the "**SHIFT**" key to toggle back and forth between numeric and alpha characters. In this case, you press "**SHIFT**", enter **W**, press "**SHIFT**", enter **123**, and press "**ENTER**".

ITEM ENTRY

First let's enter some item numbers and quantities.

ENTER ITEM _ _ _ _ _ _	**139568.** You must enter all six digits of the item number.
ITEM **139568** QUANTITY _ _ _ _ _	Key in **144** and press the Enter key. Up to 5 digits can be entered.

You have now ordered a quantity of 144 for item number 139568.

ENTER ITEM _ _ _ _ _ _	Key in **123455**
ITEM **123455** QUANTITY _ _ _ _ _	Key in **500** and press the Enter key.
ENTER ITEM _ _ _ _ _ _	Key in **123452.**
ITEM **123452** QUANTITY _ _ _ _ _	Key in **56** and press the Enter key.
ENTER ITEM _ _ _ _ _ _	Key in **839522**
ITEM **839522** QUANTITY _ _ _ _ _	Key in **36** and press the Enter key. You have now entered 4 items.

IMPORTANT TELEPHONE NUMBERS

In this section you will find the telephone numbers needed to place an order, verify an order was received, and to contact the Help Desk.

TO PLACE AN ORDER

The telephone number that you dial to place an order depends upon the location of your store. To place an order, select the appropriate telephone number from the following list.

USA 1-800-622-3916
Mexico 95-800-622-3916
All Other Locations..... 1-773-864-1063

Please log the confirmation number and the date and time the order was transmitted. This information is valuable in the event that you need to contact **Order Processing at 1-800-828-3658** and ask them to research your transmission.

TO VERIFY ORDER WAS RECEIVED

To verify that an order was received correctly, please call the **Order Processing Department** at **1-800-828-3658**.

TO PLACE A TEST ORDER

To place a warehouse or relay test order with your Telxon unit, the telephone number for the Test Receiver is **Telxon Test Order Receiver** at **1-773-864-1069**.

Please note that you must contact Order Processing after sending your test order to confirm receipt of the test transmission.

TO REACH THE TELXON HELP DESK

For questions regarding the operation and use of your Telxon unit, or to replace your unit if it is not functioning properly, please call the **Telxon Help Desk** at **1-800-828-3658**. They will also make arrangements to take your order if your unit is not functioning properly.

TELXON APPLICATIONS

OVERVIEW

The Telxon PTC-701 and PTC-610 Order Entry Units are the TruServ Corporation standard handheld devices and provides a basic set of applications for inputting information into a common set of TruServ information systems and processes. This includes both Legacy Systems (mainframe systems) at TruServ World Headquarters in Chicago as well as various Retail Systems at the store level. The Telxon applications include:

Warehouse Orders
Paint Orders
Relay Orders
Other Orders contains Promotion Orders, C4P Connect 4 Profit Orders and Special Orders
Policy A Claims
Member Claims against Warehouse and Relay Orders
Retail Variable Pricing Maintenance
Physical Inventory Transactions
Miscellaneous Transactions for Retail Systems

The basic functionality of the application systems and the associated partitions are briefly outlined below.

INITIALIZE TELXON

Initializing the Telxon unit clears it of previous codes, software levels and data, allowing you to change the store number. The data keyed into this area of the Telxon is very important; it controls the operation of the unit, helps us to identify your order and tells us how it should be processed. Level codes and parameters are set up before the Telxon unit is sent to member store.

WAREHOUSE ORDERS

Used to place Weekly Warehouse orders. The order can be broken down into one or more purchase order (optional). Each line item ordered must included an item number, quantity, special quantity (optional), and desired retail price (optional). Allows for additional store ordering.

PAINT ORDERS

Used to place Paint direct ship orders. The order can be broken down into one or more purchase order (optional). Each line item ordered must included an item number, quantity, special quantity (optional), and desired retail price (optional). Allows for additional store ordering.

RELAY ORDERS

Used to place relay orders which includes Market Orders, BOM – Bargain of the Month, and End Cap, etc. Under the Relay ID each item is ordered by keying the book/page/line number, quantity, and desired retail price (future). Allows for multiple relay ID orders. Allows for additional store ordering.

Self Study Guide & Test Orders

Purpose

The purpose of this section of the user manual is to provide you with training material to show you how to order from TruServ Corporation using your Telxon unit. There are three "Self-Study Guides" for you to complete, a Warehouse Order Guide, a Relay Order Guide, and an optional Warehouse Order Advanced Topics Guide. To verify that you understand how to order with the Telxon unit, you need to send both a Warehouse Order and a Relay Test Order.

Reference Material and Help

Refer to the **"TELXON USER MANUAL"** for complete information about the Telxon unit. If you need help with the following Self Study Guide and Test Order material, call the Telxon Help Desk telephone number listed in the *IMPORTANT TELEPHONE NUMBERS* section.

Recommended Study Program

Following are the recommended steps you should complete.

1. Verify that your Telxon unit is initialized with all of the Store Number IDs you use, when you enter and send orders and claims. Refer to the *TELXON INITIALIZATION* section in the **"USER MANUAL"** for instructions.
2. Review the Telxon keyboard and function keys.
3. Complete the "Self-Study Guide: WAREHOUSE ORDERS" section. When you complete this section you will understand the basic concepts needed to enter a Warehouse Order with your Telxon unit. The techniques presented here are also used when you process Paint Orders, Promotion Orders, Connect 4 Profit (C4P), Special Orders, Policy "A" Claims, and Member Claims.
4. Complete the *TEST WAREHOUSE ORDER* section. You should follow the instructions here to confirm that you know how to enter and send a Warehouse Order.
5. Complete the *SELF-STUDY: RELAY ORDERS* section. A Relay Order has some differences from the other order partitions. This section assumes that you understand how to enter and send a Warehouse Order.
6. Complete the *TEST RELAY ORDER* section. You should follow the instructions to confirm that you understand how to enter and send a Relay Order.
7. Optionally, complete the *SELF-STUDY GUIDE: WAREHOUSE ORDER ADVANCED TOPICS* section. You may want to practice some advanced techniques. This section assumes that you know how to enter and send a Warehouse Order.

TELXON HELPFUL HINTS

My Telxon isn't functioning properly

Q. When was the last time you changed your batteries?
A. Batteries should be replaced every two to three months. Weak batteries can cause the unit to malfunction.

Memory Low Message

Indicates your Telxon is almost full and your current order must be transmitted immediately, or the unit will lock-up, because there is not enough available space to end the order properly, and you could loose all of the data entered. If you have data in other partitions that can be erased, please do so. Filling the Telxon to its capacity can cause failed transmissions or prevent you from closing your order.

Q. How much Memory is available in my Telxon?
A. Press the 'M' key at a Blank Item Number field will tell you how much Memory is available. An empty machine will display ###,###.

Q. How many items have I keyed in the partition I'm working in?
A. Pressing the '#' (L) key at a blank item number will tell you how many items you have entered in the current partition you are working in. It will also identify the order partition you are in.

Storing your Telxon

When not in use store your Telxon in an area where nothing is placed on top of it. Sometimes undistributed weight on the keyboard can cause the unit to re-initialize or lock up.

Problems Transmitting

The following can cause problems in transmitting your orders:

- Special Telephone features like the beep from Call Waiting can disrupt a transmission causing it to fail.
- Multiple telephones using the same telephone line. Someone accidentally picks up the telephone and hang-up; just the noise from hanging up the receiver will disrupt the transmission.
- Do not lay the Telxon on a hard surface while transmitting. Any vibrations can be picked through the surface, disrupting the transmission.
- Transmitting orders in areas with high noise volumes such conversation, music etc. can disrupt your transmission.
- Weak batteries can cause bad transmissions. When was the last time the batteries were changed?

Re-initializing

Q. My Telxon keeps reprogramming itself?
A. In the event that your Telxon was accidentally dropped, the program chip may have come loose. Open the cover on the back of the unit and press the program chip next to the batteries, than re-initialize the Telxon. Do NOT remove the chip unless you have been instructed to do so by one of our technician. **Weak Batteries** can cause your Telxon to re-initialize.

Cleaning your Telxon

Q. How, do I clean the outside of my Telxon?
A. To clean the outside of your Telxon. Apply either Windex or Rubbing Alcohol (DO NOT SATURATE) to a cloth or paper towel. Rub vigorously and use a clean dry towel to dry the Telxon, repeat if necessary.

OTHER ORDERS **NEW**

This New Partition currently houses the New Promotion Orders, Connect 4 Profit (revised C4P) Orders and New Special Orders. This partition can only have one type of order occupy this partition at a time. Which means you cannot start a Promotion Order, temporarily stop it, to start a C4P Order.

Promotion Orders *New*

This New Order Type will be available **starting with the January 2004 Promotions**. Pre-Promotion Orders will be placed using the Circular Event (3 digit) Number, 6 digit Item Number, Quantity and Desired Suggested Retail (optional). A separate order will be required for each Circular Event (using the three digits circular event number) that you are ordering from.

Example: If you are ordering from the Fresh Start Sale 011 Circular Event, in the Promotion Number field key in 011 and only items from this event.

If you want to order additional items from the Coupon Book 012 Circular Event you will need to create a separate order, in the Promotion Number field, key in 012 and only the items from this event. The Additional Order feature of the Telxon can be used in this type of scenario.

Please consult your January 2004 True Value Advisor for advantages and order deadlines. The order can be broken down into one or more purchase orders (optional). Each line item ordered must include an item number, quantity, special quantity (optional), and desired retail price (optional). Also, allows for additional store ordering.

Note: **Replenishment of Promotion (including additional) Items ordered after the Pre-Promotion Order Deadline, must be re-ordered through the Warehouse Partition, Only.**

C4P Orders – Connect 4 Profit *New*

C4P now has it's own partition, with a separate prompt for the Ship Window and the ability to key in your desired retail price. The order can be broken down into one or more purchase order (optional). Each line item ordered must included an item number, quantity, special quantity (optional), and desired retail price (optional). Allows for additional store ordering.

Special Orders *New* (future use – not active at this time)

This partition was designed for Special Orders Programs. These orders are active only during the duration of their program. You will be notified what Special Option Code to enter with each Special Order Program. The order can be broken down into one or more purchase order (optional). Each line item ordered must included an item number, quantity, special quantity (optional), and desired retail price (optional). Allows for additional store ordering.

POLICY A CLAIMS

Used to place claims on Policy A designated items. Each line item on the claim includes item number and quantity. Allows for additional store claims.

MEMBER CLAIMS

Used to place claims against items on warehouse orders and relay orders. Each claim identifies order type, RDC number, invoice number, and sequence number. For warehouse orders, each line item on the claim includes sequence number, item number, quantity, and reason code. For relay orders, each line item includes relay ID/Book/Page/Line number, quantity, reason code and remarks.

RETAIL VARIABLE PRICING

Used to input maintenance transactions into the TruServ Retail Variable Pricing System. Currently only ITEM LEVEL transactions can be processed using the Telxon. If you want to change a **CLASS** or **DEPARTMENT** you will need to fax the information to the **Marketing Department** at **TruServ** using the Worksheet from the RPS variable pricing packet.

INVENTORY

Used to input inventory transactions for Physical Inventory. Each transaction line includes item number, quantity, and item cost or retail prices (optional). Allows for additional store transactions.

MISCELLANEOUS TRANSACTIONS

Used to input various transactions to Retail Store Systems. The transactions include combinations of purchase order, item number, UPC, quantity, price, floor location, and general information entries.

MAINTENANCE

Telxon PTC-701

If LOW BATTERY is displayed, or no display occurs when the unit is turned on, then the batteries need to be changed.

1. Use any 3 AA size, "1.5" volt **ALKALINE** batteries. If you are using a battery charger with the Telxon, then use **"NiCad Rechargeable"** AA size, "1.5" volt batteries. **Note:** If Alkaline batteries are used, ***do not* charge!**
2. Make sure that the unit is off. If it is not turned off, the data in the unit will be lost when you pull out the batteries.
3. Lift out the old batteries one at a time, pulling the positive (+) end first in order to prevent spring damage. Replacing the batteries one at a time will prevent you from losing any data.
4. Insert the new batteries at the negative (-) end.

Telxon PTC-610

If LOW BATTERY is displayed, or no display occurs when the unit is turned on, then the batteries need to be charged for at least 14 hours. The Telxon PTC-610 unit comes with a battery charger.

If you are scanning (the power for the scanner comes from the Telxon) and hear the scanner reset (4 beeps) after each scan, the Telxon batteries are LOW. This can happen even though the LOW BATTERY message is NOT displayed. Charge or replace batteries before continuing to scan. If you do not, the Telxon could lock or reset.

If you need to replace the batteries:

1. Use any 3 AA size, “1.5” volt **ALKALINE** batteries. If you are using a battery charger with the Telxon, then use **NiCad Rechargeable** AA size, “1.5” volt batteries. **Note:** If Alkaline batteries are used, ***do not* charge!**
2. Make sure that the unit is off. If it is not turned off, the data in the unit will be lost when you pull out the batteries.
3. Lift out the old batteries one at a time, pulling the positive (+) end first in order to prevent spring damage. Replacing the batteries one at a time will prevent you from losing any data.
4. Insert the new batteries at the negative (-) end.

Whom to Call

Any time you have problems with the Telxon unit, please call:

TruServ Corporation -Telxon Help Desk 1-800-828-3658

Bin Ticket Only

To order a Bin Ticket only, key-in the item number with a quantity of 888. Your store must be signed up with the Marketing Department to receive Bin Tickets.

Review Items

To review the items after the order has been ended, press **YES** key at the 'ENTER (partition of your choice) Y/N? Prompt', the display will flash 'Partition Closed Review Only." To review the item number and the quantities, press the **BLUE ARROW KEYS** located above the **ENTER** key.

Entry Total

To determine the total number of entries in your order, press the **L/#** key at a blank "Enter Item" prompt before ending the order. It will also identify the order type you are in.

Item Number Search

To search for a particular item number, first press the **B** key. Which takes you to the STORE ID prompt, then press the **O/SEARCH** key. The FIND = prompt will be displayed. Key-in the item number you are looking for, and press **ENTER**. If found, it will appear on the display. To find additional entries of the same item press the **O/SEARCH** key. When the FIND = prompt appears, enter the same item number again.

If you are looking for more than one item number, you must always be at the STORE ID prompt before pressing the **O/SEARCH** key. So, after searching for the first item number, you can get back to the STORE ID prompt by pressing the **B** key. This will take you to the STORE ID prompt. Now press the **O/SEARCH** key and key-in the item number at the FIND = prompt and press **ENTER**. When finished, press the **E/EXIT** key.

PO Numbers

Different PO Numbers

Using "Different PO Numbers" in each order transmitted, and processed within the same billing cycle, creates separate invoices for each unique PO number. If the same SKU's are transmitted in multiple orders, each order having a unique PO number indicates each item ordered is legitimate, and each SKU will be filled by the distribution center.

Same PO Number

Using the "Same PO Number" in orders, transmitted and processed within the same billing cycle tells the program to combine them together under one invoice. If the same SKU's are transmitted in multiple orders, each having the same PO number, processed in the same cycle which combines them under one invoice, will treat these entries as duplicate SKU's filling only the last of each (duplicate) item received. In the event that one of the SKU's (duplicates) has a quantity 300 or more, it will be filled instead.

No PO Number

Functions the same as "Same PO Number".

TELXON MAIN MENU

The Main Menu feature allows you to directly access handheld functions and applications (partitions) in a two-step process. First you select the function:

1-ENTER
2-SEND
3-ERASE

After selection of function, you select the application:

1 - Warehouse Orders (To select this option, Press **Yes** key, NOT **1**).---------- Page 20
2 - Paint Orders ---------- page 23
3 - Relay Orders ---------- page 24
4 - Other Orders ---------- page 26
Promotion Orders ---------- page 27
C4P-Connect 4 Profit Orders ---------- page 29
Special Orders ---------- page 31
5 - Policy 'A' Claims ---------- page 33
6 - Member Claims ---------- page 34
7 - Retail Variable Pricing Transactions ---------- page 36
8 - Inventory Transactions (Marketing Program) ---------- page 39
Or Inventory use with Retail Systems ---------- page 41
9 - Miscellaneous Transactions ---------- page 44
Or Miscellaneous Transactions for ABC ---------- page 50

For example, to enter a Relay order, you go through the following steps:

ENTER-1 SEND-2 ERASE-3	Enter **1** to enter orders. The system goes to the Warehouse partition prompt since it is the pre-dominate Telxon application used.
ENTER WAREHOUSE Y/N?	Enter **3** to select Relay partition. The system now goes to the Relay partition prompt.
ENTER RELAY Y/N?	Press **YES** key The system now continues with the ordering series of prompts.

Optionally, after selecting the function, you can select the application by looping through the Y/N responses to select the desired application (partition).

Using the same example, to enter a Relay order, you go through the following steps:

ENTER-1 SEND-2 ERASE-3	Enter **1** to enter orders. The system goes to the Warehouse partition prompt since it is the application used most.
ENTER WAREHOUSE Y/N?	Press **NO**
ENTER PAINT Y/N?	Press **NO**
ENTER RELAY Y/N?	Press **YES** key The system now continues with the ordering series of prompts.

STORE NUMBERS

During the initialization process, the Telxon allows you to set up your Parent Store Number (Primary Member Number). However, if you own multiple stores, the Telxon will allow you can enter up to nine (9) additional Store Numbers. It's important to key your store number correctly. Invalid store numbers can cause delay in delivery of your order.

Single Store

Telxon Units programmed with just one Store Number (Parent Store Number) will not receive a prompt asking you to enter your store number when creating an order.

Multiple Store

For Warehouse Orders, the prompting sequence is as follows:

To Enter Orders	
ENTER-1 SEND-2 ERASE-3	Enter **1** to select type of order to enter.
ENTER WAREHOUSE Y/N?	Press **Yes** key.

For example, assume your store number is 1234-4. To place a Warehouse order, you go through the following steps:

ENTER-1 SEND-2 ERASE-3	Enter **1** to enter orders.
ENTER WAREHOUSE Y/N?	Press **Yes** key or **1** to select the Warehouse Order partition. The system now continues with the Warehouse Order series of prompts.

If you own multiple stores and are using the same Telxon to place individual orders for them, you will have to enter the store number for the one you are placing the order for. The system validates your entry against the store number table that was set up when the Telxon was initialized.

For Warehouse Orders, the prompting sequence is as follows:

To Enter Orders	
ENTER-1 SEND-2 ERASE-3 _	Enter **1** to select type of order to enter.
WAREHOUSE Y/N? _	Press **Yes** key.
ENTER STORE ID _ _ _ _ _ _	Key in the desired store number.

For example, assume you have three (3) stores and they are M279-4 (parent store), 1234-4, and H234-2. For store 1234-4 to place a Warehouse Order you would enter the following:

ENTER STORE ID **012344**	Enter 12344. The system now continues with the Warehouse Order series of prompts. _

Viewing Store Number

You can review your store number(s) by going to the "ENTER-1 SEND-2 ERASE-3 _" Main Menu and then holding down the "•" (**Dot**) key for three (3) consecutive beeps. The system will display the Parent Store Number. To view the additional store numbers press the **BLUE ARROW** keys. Press the **END** key to terminate the review process.

SPECIAL FUNCTIONS

Special Quantity

To indicate that the desired quantity entered is more than an usual amount press the **DOT (•)** key located in the lower right hand corner. The unit will display SPECIAL QUANTITY. Special quantity can only be entered for Warehouse orders and Paint orders.

Special Prices

If you wish your retail price to be different than the suggested retail price, press the **DOT (•)** key immediately after entering the item number and quantity. The screen will display the PRICE $_ _ _ _ _. _ _ prompt. Enter the desired retail price without the decimal point. A decimal is never used with the **DOT (•)** key as the unit assumes that you are entering pennies (i.e., if you enter 2998, the unit assumes 2,998 pennies, or $29.98).

Cancel

To cancel an item number before ending your order, enter the item number you wish to cancel, key-in the quantity of zero, and press the **ENTER** key. (This will only cancel the entry that precedes this entry.)

Note: Members should be using PO numbers in all transmissions or NOT using them in ALL transmissions for this to work properly.

To cancel an item before ending your Relay order, enter the Book/Page and Line for the item you wish to cancel, key-in the quantity of 0. (This will only cancel the entry that precedes this entry.)

Note: Bargain of the Month Cancellation – If you are trying to cancel a Bargain of the Month or End Cap (AUTOMATIC SHIPMENT) item, please refer to the *Advertising/Merchandising Advisor* for special instructions labeled "Bargain of the Month or End Cap Cancel Codes." Also, please note that these codes vary from month to month so be sure to refer to the correct *Advisor.*

Change Quantity

To change the quantity of an item before ending the order, key-in the item number, press the **ENTER** key, and key-in the new quantity and press the **ENTER** key, it will pick up the second entry if both entries are less than 300. When lowering a quantity of 300 or more, use the MODIFY **(K)** key. See CORRECTIONS. If both the original and new quantity is 300 or more, both quantities will be automatically filled if not modified.

Corrections

To correct before pressing the **ENTER** key, press the **CLEAR** key. To correct after pressing **ENTER**, press the **MODIFY (K)** key. The field, such as item, quantity, or price, will go blank, then key-in the correct data and press **ENTER**.

Delete Entry

To delete an entry, use the blue arrow key to page to the item you wish to delete. (Make sure only the item number, and not the quantity, is showing on the display. For Relay orders, make sure that only the line number is showing on the display.) Hold down the **I/=** key for three (3) beeps, and the display will go blank. To get back to where you left off, press the **B** key and then press the **C** key.

Quantities Of 1000 Or More

The newly expanded quantity field allows you to enter quantities from 0 to 99,999.

Cancel Ship Later

To cancel items on SHIP LATER, key-in the item number with a quantity of 999. (This is only to be used on a SHIP LATER item.)

Change Ship Later Quantity

To change the quantity on a SHIP LATER item, key-in the item number with the total quantity that you want on the item. This quantity will replace the current quantity on the SHIP LATER item.

Entering Multiple Types of Orders

In the following example, we began entering a Warehouse Order. However, in the middle of our Warehouse Order entry we realized that we needed to enter a Relay Order. When entering orders you may toggle between order types, in this case Warehouse and Relay, by pressing the END key and following the instructions below.

Note: This works in all partitions **except Inventory and Other Orders**.

	Press **END** located in the upper right hand corner.
END WAREHOUSE Y/N? _	Press **NO** key
ENTER-1 SEND-2 ERASE-3 _	Enter **1**
ENTER WAREHOUSE Y/N? _	Press **NO** key or enter **3** to go directly to Relay order prompt.
ENTER PAINT Y/N?	Press **NO** key
ENTER RELAY Y/N?	Press **Yes** key

Now you are ready to begin entering your Relay Order. You may end your Relay Order and return to the Warehouse Order in the same manner.

Paint Orders are placed in exactly the same way a Warehouse Order is placed. The only difference in placing a Paint Order is that you need to enter **YES** to the prompt ENTER PAINT Y/N? as shown below:

ENTER WAREHOUSE Y/N? _	Press **NO** key
ENTER PAINT Y/N?	Press **Yes** key

Now you will key in your Paint Order. When you are finished, exit the same way in which you ended the Warehouse Order. This will take you back to the ENTER WAREHOUSE Y/N? prompt. Now follow the instructions, **To Send Orders** for a Paint Order.

Note: When placing an order make sure that you are in the section that corresponds to the order type. For example, if you are placing a Paint Order, you follow the step-by-step ordering process to Enter Paint, End Paint, Send Paint, and Erase Paint.

Entering, Sending & Erasing Data

In this section you will find step-by-step instructions by Telxon application (partition) for processing your orders, claims, and other types of transactions using the Telxon unit. The types of transactions include:

Warehouse Orders ---------- page 20
Paint Orders _____ page 23
Relay Orders _____ page 24
Other Orders _____ page 26
Promotion Orders _____ page 27
C4P-Connect 4 Profit Orders _____ page 29
Special Orders _____ page 31
Policy 'A' Claims _____ page 33
Member Claims _____ page 34
Retail Variable Pricing Transactions _____ page 36
Inventory Transactions (Marketing Program) _____ page 39
Inventory use with Retail Systems _____ page 41
Miscellaneous Transactions _____ page 44
Miscellaneous Transactions for ABC _____ page 50

After you have entered your order, claim or other type of transaction you will transmit the data using the telephone number assigned to your location. Refer to the Important Telephone Numbers section for the appropriate telephone number to use.

Note: After you have successfully transmitted your order, claim or other type of transaction you will need to erase the data before you can enter additional information of the same type.

If you are using the Telxon unit in conjunction with your Retail System, please refer to the User Manual for your Retail System for step-by-step instructions, particularly for uploading data from the Telxon to the Retail System.

Note: At the END ORDER Y/N prompt, if you answer **N** it temporarily End Order you are keying, this ORDER IS NOT COMPLETE you will be returned to the Main Menu - 1-Enter 2-Send 3-Erase. This will allow you to return to this partition later to finish the order. This allows you to have data in more than one partition at a time. Please note that this works in all partitions except INVENTORY and Other Order Partition.

WAREHOUSE ORDERS

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your system cannot accept all orders created in a Telxon.

To Enter Orders

ENTER-1 SEND-2 ERASE-3 _	Enter **1** to select type of order to enter.
ENTER WAREHOUSE Y/N? _	Press **Yes** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters in number, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** key to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS*.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it enters automatically.
QUANTITY _ _ _ _ _	Up to five digits. Please review Item Number before pressing the Enter key. To enter special quantity and/or special retail price, see *SPECIAL FUNCTIONS*. Press ENTER key.

Repeat the item number and quantity entry steps until you have completed your order.

To End Orders

	Press **END** key located in the upper right-hand corner.
END WAREHOUSE Y/N?	Press **Yes** key. Note: Pressing the NO key at this point will leave the order open (to add more items later) and take you back to the Main Menu.
ADDITIONAL ORDER Y/N?	Press **NO** key (Press **Yes** key to place another order).

If you are using more than one purchase order number to create separate invoices for your order, answer **YES** to the "ADDITIONAL ORDER Y/N?" prompt and repeat the above **"To Enter Orders"** steps and **"To End Orders"** steps for each purchase order.

To Send Orders

ENTER-1 SEND-2 ERASE-3 _	Enter **2** to send order.
SEND WAREHOUSE Y/N? _	Press **YES** Key
READY TO SEND? (yes or no)	Strap unit to phone and dial the 800 number. Listen for system greeting "Hello Data Entry System. Please send Data. Thank You." Press **Yes** key. SENDING PLEASE WAIT will flash on display. (Refer to *TRANSMISSION RESPONSE* on the following page for voice responses.)
SEND DONE Y/N?	Press **Yes** key, if the transmission was good, the system returns to the Main Menu. **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the **"SEND WAREHOUSE Y/N?"** prompt. Try again when ready.

PARTITION CLOSED, REVIEW ONLY

If your Telxon displays — PARTITION CLOSED, REVIEW ONLY — it means that there is already data in the order partition you are in. This data must be erased before you can enter new information. If you would like to review this data before you erase it, repeatedly press the blue arrow above the enter key.

If you need to review order use arrow ◄ ► keys to scroll through the order.

The following example assumes that data you want to erase is in the Relay partition. The procedure is the same to erase data or any partition, except for your response to the ERASE DATA Y/N? prompt.

To Erase Data

	Press **EXIT** (**E** key) to return to the Main Menu.
ENTER-1 SEND-2 ERASE-3	Enter **3.**
ERASE WAREHOUSE Y/N?	Press **NO** key, or enter **3** to go directly to Relay erase prompt.
ERASE PAINT Y/N?	Press **NO** key
ERASE RELAY Y/N?	Press **Yes** key
DATA ERASED ARE YOU FINISHED Y/N?	Press **YES** key
ENTER-1 SEND-2 ERASE-3 _	

If the Telxon unit displays RELAY MUST BE SENT instead of ARE YOU \ SURE? you never sent the order. Please review the order to see if it needs to be transmitted.

To End Miscellaneous Transactions

	Press the **END** key located in the upper right-hand corner.
END MISC Y/N?	Press **Yes** key.
ADDITIONAL MISC Y/N?	Press the **NO** key (Press **YES** to enter another Inventory Transaction).

To Send Miscellaneous Transactions To Retail System

ENTER-1 SEND-2 ERASE-3	Enter **2** to send Miscellaneous Transactions.
SEND WAREHOUSE Y/N?	Enter **9** to select Miscellaneous partition.
SEND MISC Y/N?	Press **Yes** key.
READY TO SEND? (yes or no)	Connect cable from Retail System to Telxon and follow procedure in Retail System USER MANUAL. Press **YES** key. SENDING PLEASE WAIT will flash on display. Refer to procedure in Retail System USER MANUAL for responses.
SEND DONE Y/N?	Press **Yes** key. System returns to Main Menu. If transmission was bad, press the **NO** key. System returns to Main Menu. Try again when ready.

To Erase Miscellaneous Transactions

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase Miscellaneous Transactions.
ERASE WAREHOUSE Y/N?	Enter **9** to select Miscellaneous partition.
ERASE MISC Y/N?	Press **Yes** key.
ARE YOU SURE?	Press **Yes** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

To Erase Orders

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase order.
ERASE WAREHOUSE Y/N?	Press **YES** key
ARE YOU SURE?	Press **YES** Key (*DATA ERASED* flashes on the display). System returns to Main Menu.

No Weekly Warehouse Order

If you do not have a weekly Warehouse Order, you must send a "No Order". This will assure the Order Processing Department at TruServ Corporation that you do not have an order for that week. To send a "No Order", key in 600007 for ITEM and 1 for QUANTITY.

Transmission Response

After transmitting your order the system will respond — SENDING PLEASE WAIT. Listen carefully, as your next steps will depend upon the outcome of the order transmission. If transmission was successful see the *Successful Transmission* instructions below. If this transmission was unsuccessful see the *Unsuccessful Transmission* instructions on the following page.

Note: It is important to record your confirmation number and the date and time you transmitted your order. This information is valuable when making inquires on your transmission.

Successful Transmission

In the following instructions the system response is shown on the left. The explanation and your action is shown on the right.

	There is a pause. Listen carefully for the next response.
PLEASE WAIT FOR YOUR CALL NUMBER.	Your transmission is successful Record the following confirmation information.
YOUR ORDER TOTAL IS ###.	Total number of store orders in the transmission.
YOUR LINE TOTAL IS ####.	Total number of lines for ALL orders. Before ending an order, you can determine the number of lines by pressing L/#.
YOUR SYSTEM NUMBER IS ###.	Telephone line number.
YOUR TRANSMISSION NUMBER IS #######.	A confirmation number you will need if you call for order verification.
DATA TRANSMISSION OK.	If the transmission were not successful see *Unsuccessful Transmission* on the following page.
REPEAT.	The confirmation information is repeated.
YOUR ORDER TOTAL IS ###.	
YOUR LINE TOTAL IS ####.	
YOUR SYSTEM NUMBER IS ###.	
YOUR TRANSMISSION NUMBER IS #######.	
THANK YOU, GOOD-BYE.	The system will disconnect.

Unsuccessful Transmission

In the following instructions the system response is shown on the left. The explanation and your action is shown on the right.

Data Transmission Error

SORRY, DATA TRANSMISSION ERROR.	
REPEAT, DATA TRANSMISSION ERROR.	
PLEASE SEND AGAIN IN LESS THAN 30 SECONDS.	
THANK YOU.	Immediately answer the Telxon response to return to send mode.
SEND DONE Y/N?	Press **NO** key.
SEND DATA Y/N?	Press **Yes** key for your order type. For example, if you are sending a Warehouse Order, Press **Yes** key, when at the prompt — SEND WAREHOUSE Y/N?

Excessive Data Errors

SORRY, EXCESSIVE DATA ERRORS.	
PLEASE CALL AGAIN.	
THANK YOU, GOOD-BYE.	The system will disconnect and you will have to re-dial the 800 number.

Out of Service

SORRY, DATA ENTRY SYSTEM OUT OF SERVICE.	
PLEASE CALL AGAIN.	
THANK YOU, GOOD-BYE.	The Telxon Receiver System is down. Wait a few minutes before you attempt to place the call again.

No Response

NO RESPONSE.	Hang up. Re-dial the 800 number to transmit.

WEAK BATTERIES: When was the last time the batteries were changed in your Telxon? Weak batteries can cause unsuccessful transmissions, or cause your unit to re-initialize.

ALTERNATE FLOOR LOCATION MAINTENANCE - If TX Code is 55

ENTER ITEM _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
FLOOR _ _ _ _ _ _ _ _ _ _ _ _	Enter floor location up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number and floor location entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

UPC/ITEM MAINTENANCE - If TX Code is 58

ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
ENTER UPC _ _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.

Repeat the item number and UPC entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

FLOOR LOCATION - If TX Code is 68

ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
ENTER UPC _ _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
FLOOR _ _ _ _ _ _ _ _ _ _	Enter floor location up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number, UPC and floor location entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

PHYSICAL INVENTORY - If TX Code is 80

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.

Repeat the item number and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

PROMO ORDER - If TX Code is 06

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.

Repeat the item number and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

COP TICKETS - If TX Code is 27

ENTER ITEM _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.

Repeat the item number and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

VARI COP TICKETS - If TX Code is 28

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press the **ENTER** key to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
PRICE $ _ _ _ _ _ . _ _	Enter price of item.

Repeat the item number, quantity, and price entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

FLOOR LOCATION MAINTENANCE - If TX Code is 54

ENTER ITEM _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
FLOOR _ _ _ _ _ _ _ _ _ _ _ _	Enter floor location up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number and floor location entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

PAINT ORDERS

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your systems cannot accept all orders created in a Telxon.

To Enter Orders

ENTER-1 SEND-2 ERASE-3	Enter **1** to select type of order to enter.
ENTER WAREHOUSE Y/N?	Enter **2** to select Paint partition.
ENTER PAINT Y/N?	Press **YES** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER PO _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters in number, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** key to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item – No longer has Check Digit validation**. Please verify that the Item Number is correct, it enters automatically.
QUANTITY _ _ _ _ _	Up to five digits. Please review Item Number before pressing the Enter key. To enter special quantity and/or special retail price, see *SPECIAL FUNCTIONS.* Press ENTER key.

Repeat the item number and quantity entry steps until you have completed your order.

To End Orders

	Press **END** Key located in the upper right-hand corner.
END PAINT ORDER Y/N?	Press **YES** key
ADDITIONAL ORDER Y/N?	Press **NO** key (Press **Yes** key to place another order).

If you are using more than one purchase order number on your order, answer **YES** to the "ADDITIONAL ORDER Y/N?" prompt, and repeat the above **To Enter and End Orders** steps for each purchase order.

To Send Orders

ENTER-1 SEND-2 ERASE-3	Enter **2** to send order.
SEND WAREHOUSE Y/N?	Enter **2** to select Paint partition.
SEND PAINT Y/N?	Press **YES** key
READY TO SEND? Y/N	Strap unit to phone and dial the 800 number. Listen for system greeting "Hello Data Entry System. Please send Data. Thank You." Press **YES** key. SENDING PLEASE WAIT will flash on display. (Refer to *TRANSMISSION RESPONSE* on pages 21 & 22 for voice responses.)
SEND DONE Y/N?	Press **YES** key, if the transmission was good, the system returns to the Main Menu. **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the **"SEND PAINT Y/N?"** prompt. Try again when ready.

To Erase Orders

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase order.
ERASE WAREHOUSE Y/N?	Enter **2** to select Paint partition.
ERASE PAINT Y/N?	Press **YES** key
ARE YOU SURE?	Press **YES** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

RELAY ORDERS

Used to place relay orders which includes Market Orders, BOM – Bargain of the Month, End Cap, etc.

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your systems cannot accept all orders created in a Telxon.

To Enter Orders

ENTER-1 SEND-2 ERASE-3	Enter **1** to select type of order to enter.
ENTER WAREHOUSE Y/N?	Enter **3** to select Relay partition.
ENTER RELAY Y/N?	Press **YES** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press the Enter key.
ENTER PO _____	Enter purchase order number up to 10 characters. If you use alpha characters in number, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** key to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER RELAY ID ___	Must be three digits (Proceed with zeroes as needed.). Press the Enter key.
ENTER BOOK/PAGE _____	Must be five digits. Automatically enters when filled and re-displayed with each Line Prompt. **Note:** The unit will continue to repeat and display the same Book/Page number for each line item entered until you manually change it. **It is important to change this number when going to a new page**. Entering the wrong Book/Page number will cause errors in the shipment of your merchandise. To change the Book/Page number, at the ENTER LINE_ _ _ prompt, press the **END** key. This action will immediately change the prompt to ENTER BOOK/PAGE _ _ _ _ _, key in the new BOOK/PAGE number, press **ENTER**.
ENTER LINE ___	Must be three digits. Press Enter key. To Change the BOOK/PAGE to a NEW number press the END key at this prompt.
ENTER QTY _____	Up to five digits. Press Enter key.

To Change Book/Page

ENTER LINE ___	At a blank ENTER LINE _ _ _ prompt. Press the **END** key In the upper right hand corner. This displays a blank BOOK/PAGE number prompt.

To End Orders

	Press **END** key twice.
END RELAY Y/N?	Press **YES** key.
ADDITIONAL ORDER Y/N?	Press **NO** key. (Press **Yes** key to place another Relay order).

To Enter Miscellaneous Transactions

ENTER-1 SEND-2 ERASE-3	Enter **1** to enter order.
ENTER WAREHOUSE Y/N?	Enter **9** to select Miscellaneous partition.
ENTER INVENTORY Y/N?	Press **Yes** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press the Enter key.
ENTER TX CODE _ _	Enter two-digit transaction code.

ORDER - If TX Code is 02

ENTER PO _____	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _____	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _____	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.

Repeat the item number and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

VAR ORDER - If TX Code is 04

ENTER PO _____	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER key** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _____	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _____	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
PRICE $ _____ . __	Enter price of item.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
G _____	Enter general information up to 15 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number, quantity, price, and general information entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

The Alternate Transaction codes are as follows:

TX CODE	PO (h)	ITEM (I)	UPC (u)	QTY (q)	PRICE (p)	FLOOR (f)	GENERAL (g)
02	x	**X**		X			
04	x	**X**		X	x		x
06		**X**		X			
27		**X**		X			
28	x	**X**		X	x		
54		**X**				x	
55		**X**				x	
58		**X**	x				
68		**X**	x			x	
80	x	**X**		X			

To Send Orders

ENTER-1 SEND-2 ERASE-3	Enter **2** to send order.
SEND WAREHOUSE Y/N?	Enter **3** to select Relay partition.
SEND RELAY Y/N?	Press **YES** key
READY TO SEND? (yes or no)	Strap unit to phone and dial the 800 number. Listen for system greeting "Hello Data Entry System. Please send Data. Thank You" Press **Yes** key. SENDING PLEASE WAIT will flash on display. (Refer to *TRANSMISSION RESPONSE* on pages 21 & 22 for voice responses.)
SEND DONE Y/N?	Press **YES** key, if the transmission was good, the system returns to the Main Menu. If transmission was bad, press **NO**. System returns to SEND RELAY Y/N? Prompt. Try again when ready. **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the **"SEND RELAY Y/N?"** prompt. Try again when ready.

To Erase Orders

ENTER-1 SEND-2 ERASE-3 _	Enter **3** to erase order.
ERASE WAREHOUSE Y/N? _	Enter **3** to select Relay partition.
ERASE RELAY Y/N?	Press **YES** key
ARE YOU SURE?	Press **YES** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

OTHER ORDERS **NEW**

This New Mini Partition that contains 3 (three) new separate order partitions.

Should you enter this partition in error, answering NO to each Order Y/N? Prompt will not exit this area. You must press the "E/Exit" Key to exit this Mini Partition.

The following is a brief summary of each New Order partitions. They are as follows:

Promotion Orders *New* located on page 27

This New Order Type will be available **starting with the January 2004 Promotions**. Pre-Promotion Orders will be placed using the Circular Event (3 digit) Number, 6 digit Item Number, Quantity and Desired Suggested Retail (optional). A separate order will be required for each Circular Event (using the three digits circular event number) that you are ordering from.

Example: If you are ordering from the Fresh Start Sale 011 Circular Event, in the Promotion Number field key in 011 and only items from this event.

If you want to order additional items from the Coupon Book 012 Circular Event you will need to create a separate order, in the Promotion Number field, key in 012 and only the items from this event. The Additional Order feature of the Telxon can be used in this type of scenario.

Please consult your January 2004 True Value Advisor for advantages and order deadlines. The order can be broken down into one or more purchase orders (optional). Each line item ordered must include an item number, quantity, special quantity (optional), and desired retail price (optional). Also, allows for additional store ordering.

Note: **Replenishment of Promotion (including additional) Items ordered after the Pre-Promotion Order Deadline, must be re-ordered through the Warehouse Partition, Only.**

C4P Orders – Connect 4 Profit *New* located on page 29

C4P now has it's own partition, with a separate prompt for the Ship Window and the ability to key in your desired retail price. The order can be broken down into one or more purchase order (optional). Each line item ordered must included an item number, quantity, special quantity (optional), and desired retail price (optional). Allows for additional store ordering.

Special Orders *New* (future use – not active at this time) located on page 31

This partition was designed for Special Orders Programs. These orders are active only during the duration of their program. You will be notified what Special Option Code to enter with each Special Order Program. The order can be broken down into one or more purchase order (optional). Each line item ordered must included an item number, quantity, special quantity (optional), and desired retail price (optional). Allows for additional store ordering.

Detailed procedures on creating, sending and erasing orders can be found in the next three sections.

Transaction Codes and Contents

The *transaction codes* and record contents are shown below. An "**X**" or an "x" indicates that the data field is in the transaction record. The sequence of the data entry prompts is in the order from left to right. An "**X**" indicates the start of a loop in a prompting sequence and the last prompt returns to this point. Also, at this point the user can exit the partition.

The Alternate Transaction codes for the ABC Retail System that are allowed are:

- 02 Order
- 04 Var Order
- 06 Promo Order
- 27 COP Tickets
- 28 Vari COP Tickets (Header field not used)
- 54 Floor Location Maintenance
- 55 Alternate Floor Location Maintenance
- 58 UPC / Item Maintenance
- 68 Floor Location
- 80 Physical Inventory (Header field not used).

The mapping of Miscellaneous Transaction codes to ABC Retail System transaction codes is shown below:

TX CODE	PO (h)	ITEM (I)	UPC (u)	QTY (q)	PRICE (p)	FLOOR (f)	GENERAL (g)	ABC SYSTEM TX CODE
11		**X**		X				27
12	x	**X**		X				02, 06, 80
13	x	**X**		X	X			28
14	x	**X**		X	X	x		
15	x	**X**		X	X		x	04
16		**X**				x		54, 55
21			**X**	X				
22	x		**X**	X				
23	x		**X**	X	X			
24	x		**X**	X		x		
25	x		**X**	X	X		x	
31							**X**	
32		**X**					x	
33			**X**				x	
34		**X**	x					58
35		**X**	x			x		68

MISCELLANEOUS TRANSACTIONS FOR ABC RETAIL SYSTEM

In this section you will find step-by-step instructions for entering your Miscellaneous Transactions using the Telxon unit for use with the ABC Retail System.

After you have entered your transactions you will upload the data to your ABC Retail System using the upload procedures in your retail system User Manual. After you have successfully uploaded your transactions you will need to erase the data in the Telxon before you can enter additional Miscellaneous Transactions.

Types of Transactions

The Miscellaneous partition records contain from three to six fields depending on the type of transaction. The various fields are *transaction code, header or purchase order, item, UPC, quantity price, floor location,* and *general information.*

- **Transaction Code** – Identifies the type of transaction or function being requested and is two (2) byte numeric field and is currently defined as one of the following numeric codes: 11-16, 21-25, and 31-35.
- **Purchase Order or Header** - This field (h) is an alphanumeric field with from zero (0) to ten (10) characters.
- **Item** – This field (I) is an alpha/numeric field with from one (1) to fourteen (14) digits.
- **UPC** – This field (u) is a numeric field with from 12 (twelve) to 14 (fourteen) digits.
- **Quantity** – This field (q) is a numeric field with from one (1) to five (5) digits. Negative (-) quantities are allowed.
- **Price** – This field (p) is a decimal field with five (5) significant digits and two (2) decimal places for a total of seven (7) bytes.
- **Floor Location** – This field (f) is an alphanumeric field with from zero (0) to ten (10) characters.
- **General Information** – This field (g) is an alphanumeric field with from zero (0) to fifteen (15) characters.

PROMOTION ORDERS **NEW**

This New Order Type will be available **starting with the January 2004 Promotions**. Pre-Promotion Orders will be placed using the Circular Event Number, 6 digit Item Number, Quantity and Desired Suggested Retail (optional). A separate order will be required for each Circular Event (using the three digits circular event number) that you are ordering from.

Example: If you are ordering from the Fresh Start Sale 011 Circular Event, in the Promotion Number field key in 011 and only items from this event.

If you want to order additional items from the Coupon Book 012 Circular Event you will need to create a separate order, in the Promotion Number field, key in 012 and only the items from this event. The Additional Order feature of the Telxon can be used in this type of scenario.

Please consult your January 2004 True Value Advisor for advantages and order deadlines. The order can be broken down into one or more purchase orders (optional). Each line item ordered must include an item number, quantity, special quantity (optional), and desired retail price (optional). Also, allows for additional store ordering.

Note: **Replenishment of Promotion (including additional) Items ordered after the Pre-Promotion Order Deadline, must be re-ordered through the Warehouse Partition, Only.**

End Cap and BOM items must be ordered or canceled using the Relay Partition.

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your systems cannot accept all orders created in a Telxon.

To Enter Promotion Orders

ENTER-1 SEND-2 ERASE-3	Select **1** to choose the type of order to enter.
ENTER WAREHOUSE Y/N?	Press the **4** key on the TELXON to skip to the *Other Orders Partition.*
ENTER OTHER ORDERS Y/N?	Press **Yes** key on your TELXON keypad.
ENTER PROMOTION Y/N?	Press **Yes** key on your TELXON keypad.
ENTER PROMOTION NUMBER? _ _ _	Key in the Circular/Event Number, must be three digits. (Proceed with zeroes as needed.) Press Enter key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters in number, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** key to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it enters automatically.
QUANTITY _ _ _ _ _	Up to five digits. Please review Item Number before pressing the Enter key. To enter special quantity and/or special retail price, see *SPECIAL FUNCTIONS.* Press ENTER key.

Repeat the item number and quantity entry steps until you have completed your order.

To End Promotion Orders

PROMOTION ### END ORDER Y/N?	Press **Yes** key on your TELXON keypad. **Note:** Pressing NO key at this point will leave the order open (to add more items later) and take you back to the Main Menu.
ADDITIONAL ORDER Y/N?	Press **NO** key on your TELXON keypad. **Note:** If you wish to place another order, you would Press **Yes** key now instead of the NO key. Once this partition is closed the order must be transmitted

To Send Promotion Orders

ENTER-1 SEND-2 ERASE-3	Select **2** to send the order(s).
SEND WAREHOUSE Y/N?	Press the **4** key on the TELXON keypad to skip to the *OTHER ORDER Partition.*
PROMOTION ### SEND ORDER Y/N?	Press **Yes** key on the TELXON keypad.
READY TO SEND? (yes or no)	Strap the TELXON unit to phone and dial the normal 800 number for regular orders. Listen for system greeting *Hello Data Entry System. Please send Data. Thank You.* Press **Yes** key on the TELXON keypad.
SENDING PLEASE WAIT (will flash)	*No action necessary.* It will stop flashing when the transmission has been completed.
SEND DONE Y/N?	Press **Yes** key if transmission was good, the system will then return to the *Main Menu.* **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the "**PROMOTION ### SEND ORDER Y/N?**" prompt. Try again when ready.

To Erase Promotion Orders

ENTER-1 SEND-2 ERASE-3	Press the **3** key to erase the order.
ERASE WAREHOUSE Y/N?	Press the **4** key on the TELXON keypad to skip to the *Promotion Partition.*
PROMOTION ### ERASE ORDER Y/N?	Press **Yes** key.
ARE YOU SURE?	Press **Yes** key on the TELXON keypad.
DATA ERASED OTHER ORDER (will flash)	The TELXON will return to the *Main Menu.*

To Send Miscellaneous Transactions To Retail System

ENTER-1 SEND-2 ERASE-3	Enter **2** to send Miscellaneous Transactions.
SEND WAREHOUSE Y/N?	Enter **9** to select Miscellaneous partition.
SEND MISC Y/N?	Press **Yes** key.
READY TO SEND? (yes or no)	Connect cable from Telxon to Retail System and follow procedure in Retail System USER MANUAL. Press **Yes** key. SENDING PLEASE WAIT will flash on display. Refer to procedure in Retail System USER MANUAL for responses.
SEND DONE Y/N?	Press **Yes** key. System returns to Main Menu. If transmission was bad, press the **NO** key. System returns to Main Menu. Try again when ready.

To Erase Miscellaneous Transactions

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase Miscellaneous Transactions.
ERASE WAREHOUSE Y/N?	Enter **9** to select Miscellaneous partition.
ERASE MISC Y/N?	Press **Yes** key.
ARE YOU SURE?	Press **Yes** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

If TX Code is 32

ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
G _ _ _ _ _ _ _ _ _ _ _ _ _	Enter general information up to 15 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number and general information entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 33

ENTER UPC _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays UPC number.
G _ _ _ _ _ _ _ _ _ _ _ _ _	Enter general information up to 15 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the UPC and general information entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 34

ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
ENTER UPC _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.

Repeat the item number and UPC entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 35

ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
ENTER UPC _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
FLOOR _ _ _ _ _ _ _ _ _ _	Enter floor location up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number, UPC and floor location entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

To End Miscellaneous Transactions

	Press the **END** key located in the upper right-hand corner.
END MISC Y/N?	Press **Yes** key.
ADDITIONAL MISC Y/N?	Press the **NO** key (Press **Yes** key to enter another Inventory Transaction).

CONNECT 4 PROFIT (C4P) ORDERS - REVISED

Connect 4 Profit now has it's own order partition, with a Ship Window prompt and the ability to key in your desired Retail Price.

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your systems cannot accept all orders created in a Telxon.

To Enter C4P Orders

ENTER-1 SEND-2 ERASE-3	Select **1** to choose the type of order to enter.
ENTER WAREHOUSE Y/N?	Press the **4** key on the TELXON to skip to the *Other Orders Partition.*
ENTER OTHER ORDERS Y/N?	Press **Yes** key on your TELXON keypad.
PROMOTION ORDER Y/N?	Press **NO** key on your TELXON keypad.
CONNECT 4 PROFIT ORDER Y/N?	Press **Yes** key on your TELXON keypad.
ENTER C4P SHIP WINDOW? _ _ _	Up to 3 digits. Key in the desired C4P Ship Window as it applies to the current Connect 4 Profit instructions you are ordering from.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters in number, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** key to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
QUANTITY _ _ _ _ _	Up to five digits Please review Item Number before pressing the Enter key. To enter special quantity and/or special retail price, see *SPECIAL FUNCTIONS.* Press ENTER key.

Repeat the item number and quantity entry steps until you have completed your order.

Once you have entered all of the appropriate items and quantities for your *Connect 4 Profit* order, press the **END** key located in the upper right-hand corner of the TELXON keypad.

To End C4P Orders

CON4PROFIT ### END ORDER Y/N?	Press **Yes** key on your TELXON keypad. The 3 numbers displayed in this area is the Ship Window of the last order entered. Note: Pressing NO key at this point will leave the order open (to add more items later) and take you back to the Main Menu.
ADDITIONAL ORDER Y/N?	Press **NO** key on your TELXON keypad. **Note:** If you wish to place another order, you would Press **Yes** key now instead of the NO key. If you require more than one *Ship Window/Purchase Order,* Press **Yes** key at the **ADDITIONAL ORDER Y/N?** Prompt, and repeat the above ***To Enter Connect 4 Profit Orders*** steps and ***To End Connect 4 Orders*** steps for *each* Purchase Order.

To Send C4P Orders

ENTER-1 SEND-2 ERASE-3	Select **2** to send the order(s).
SEND WAREHOUSE Y/N?	Press the **4** key on the TELXON keypad to skip to the *CON4PROFIT ### (the 3 numbers are the ship window of the last order entered) ORDER Partition.*
CON4PROFIT ### SEND ORDER Y/N?	Press **Yes** key on the TELXON keypad.
READY TO SEND? (yes or no)	Strap the TELXON unit to phone and dial the normal 800 number for regular orders. Listen for system greeting *Hello Data Entry System. Please send Data. Thank You.* Press **Yes** key on the TELXON keypad.
SENDING PLEASE WAIT (will flash)	*No action necessary.* It will stop flashing when the transmission has been completed.
SEND DONE Y/N?	Press **Yes** key if transmission was OK. The TELXON will then return to the *Main Menu.* **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the **"C4P SEND ORDER Y/N?"** prompt. Try again when ready.

To Erase C4P Orders

ENTER-1 SEND-2 ERASE-3	Press the **3** key to erase the order.
CON4PROFIT ### ERASE ORDER Y/N?	Press the **4** key on the TELXON keypad to skip to the *C4P Order Partition.*
C4P ERASE ORDER Y/N?	Press **Yes** key.
ARE YOU SURE?	Press **Yes** key on the TELXON keypad.
DATA ERASED C4P(will flash)	The TELXON will return to the *Main Menu.*

If TX Code is 24

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER UPC _ _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays UPC number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.
I **DDDDDDDDDDDD**	Displays UPC number.
FLOOR _ _ _ _ _ _ _ _ _ _	Enter floor location up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the UPC, quantity, and floor location entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 25

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER UPC _ _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays UPC number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.
I **DDDDDDDDDDDD**	Displays UPC number.
PRICE $_ _ _ _ _ . _ _	Enter price of item.
I **DDDDDDDDDDDD**	Displays UPC number.
G _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter general information up to 15 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the UPC, quantity, price, and general information entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 31

G _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter general information up to 15 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters.

Repeat the general information entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 21

ENTER UPC _ _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays UPC number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.

Repeat the UPC and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 22

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER key** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER UPC _ _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays UPC number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.

Repeat the UPC and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the END key.

If TX Code is 23

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER key** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER UPC _ _ _ _ _ _ _ _ _ _ _ _	Enter UPC code for item.
I **DDDDDDDDDDDDDD**	Displays UPC number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicate (+) or (-) quantity then enter up to five-digit quantity.
I **DDDDDDDDDDDD**	Displays ITEM number.
PRICE $_ _ _ _ _ . _ _	Enter price of item.

Repeat the UPC, quantity, and price entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

SPECIAL ORDERS **NEW**(future use not active)

This partition was designed for Special Order Programs. These orders are active only during the duration of their Program. You will be notified what Special Option Code to enter with each Special Order Program.

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your system cannot accept all orders created in a Telxon.

To Enter Special Orders

ENTER-1 SEND-2 ERASE-3	Select **1** to choose the type of order to enter.
ENTER WAREHOUSE Y/N?	Press the **4** key on the TELXON to skip to the *Other Orders Partition.*
ENTER OTHER ORDERS Y/N?	Press **Yes** key on your TELXON keypad.
PROMOTION ORDER Y/N?	Press **NO** key on your TELXON keypad.
CONNECT 4 PROFIT ORDER Y/N?	Press **NO** key on your TELXON keypad.
SPECIAL ORDER Y/N?	Press **Yes** key on your TELXON keypad.
ENTER SPECIAL OPTION? _ _ _	Please enter the three-digit code assigned to the Special Order Program package, you are ordering from.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters in number, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** key to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item – No longer has Check Digit validation.** Please verify that the Item Number is correct, it automatically enters.
QUANTITY _ _ _ _ _	Up to five digits Please review Item Number before pressing the Enter key. To enter special quantity and/or special retail price, see *SPECIAL FUNCTIONS.* Press ENTER key.

Repeat the item number and quantity entry steps until you have completed your order.

Once you have entered all of the appropriate items and quantities for your Special Order, press the **END** key located in the upper right-hand corner of the TELXON keypad.

To End Special Orders

SPECIAL ### END ORDER Y/N?	Press **Yes** key on your TELXON keypad. Note: Pressing NO key at this point will leave the order open (to add more items later) and take you back to the Main Menu.
ADDITIONAL ORDER Y/N?	Press **NO** key on your TELXON keypad. **Note:** If you wish to place another order, you would Press **Yes** key now instead of the NO key.

To Send Special Orders

ENTER-1 SEND-2 ERASE-3	Select **2** to send the order(s).
SEND WAREHOUSE Y/N?	Press the **4** key on the TELXON keypad to skip to the *SPECIAL ORDER Partition.*
SPECIAL ### SEND ORDER Y/N?	Press **Yes** key on the TELXON keypad.
READY TO SEND? (yes or no)	Strap the TELXON unit to phone and dial the normal 800 number for regular orders. Listen for system greeting *Hello Data Entry System. Please send Data. Thank You.* Press **Yes** key on the TELXON keypad.
SENDING PLEASE WAIT (will flash)	*No action necessary.* It will stop flashing when the transmission has been completed.
SEND DONE Y/N?	Press **Yes** key if transmission was OK. The TELXON will then return to the *Main Menu.* **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the "**SPECIAL ### SEND ORDER Y/N?**" prompt. Try again when ready.

To Erase Special Orders

ENTER-1 SEND-2 ERASE-3	Press the **3** key to erase the order.
ERASE WAREHOUSE Y/N?	Press the **4** key on the TELXON keypad to skip to the Special *Order Partition.*
SPECIAL ### ERASE ORDER Y/N?	Press **Yes** key.
ARE YOU SURE?	Press **Yes** key on the TELXON keypad.
DATA ERASED C4P(will flash)	The TELXON will return to the *Main Menu.*

If TX Code is 14

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicated (+) or (-) quantity and then enter up to a five digit quantity.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
FLOOR _ _ _ _ _ _ _ _ _ _	Enter floor location up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number, quantity, and floor location entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 15

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicated (+) or (-) quantity and then enter up to a five digit quantity.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
PRICE $ _ _ _ _ _ . _ _	Enter price of item.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
G _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter general information up to 15 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number, quantity, price, and general information entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 16

ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
FLOOR _ _ _ _ _ _ _ _ _ _ _ _	Enter floor location up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature.

Repeat the item number and floor location entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

To Enter Miscellaneous Transactions

ENTER-1 SEND-2 ERASE-3	Enter **1** to enter order.
ENTER WAREHOUSE Y/N?	Enter **9** to select Miscellaneous partition.
ENTER INVENTORY Y/N?	Press **Yes** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER TX CODE _ _	Enter two-digit transaction code.

If TX Code is 11

ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicated (+) or (-) quantity and then enter up to a five digit quantity.

Repeat the item number and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 12

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicated (+) or (-) quantity and then enter up to a five digit quantity.

Repeat the item number and quantity entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

If TX Code is 13

ENTER PO _ _ _ _ _ _ _ _ _ _	Enter purchase order number up to 10 characters. If you use alpha characters, use **SHIFT** key to toggle back and forth between numeric and alpha characters. Press **ENTER** to skip feature. For a detailed explanation of the PO feature, see *SPECIAL FUNCTIONS.*
ENTER ITEM _ _ _ _ _ _ _ _ _ _ _ _ _	Enter up to a fourteen-digit alpha/numeric number.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
QTY _ _ _ _ _	Use **DOT** "●" key to toggle back and forth to indicated (+) or (-) quantity and then enter up to a five digit quantity.
I **DDDDDDDDDDDDDD**	Displays ITEM number.
PRICE $ _ _ _ _ _. _ _	Enter price of item.

Repeat the item number, quantity, and price entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

POLICY "A" CLAIMS

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your system cannot accept all orders created in a Telxon.

To Enter Policy A Claims

ENTER-1 SEND-2 ERASE-3	Enter **1** to select type of order to enter.
ENTER WAREHOUSE Y/N?	Enter **5** to select Policy A Claims partition.
ENTER POLICY A Y/N?	Press **YES** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
QUANTITY _ _ _ _ _	Up to five digits. Please review Item Number before pressing the Enter key.

Repeat the item number and quantity entry steps until you have completed your claim.

To End Policy A Claims

	Press the **END** Key located in the upper right-hand corner.
END POLICY A Y/N?	Press **YES** key
ADDITIONAL CLAIM Y/N?	Press **NO** key (Press **Yes** key to place another).

To Send Policy A Claims

ENTER-1 SEND-2 ERASE-3	Enter **2** to send claim.
SEND WAREHOUSE Y/N?	Enter **5** to select "Policy A Claims".
SEND POLICY A Y/N?	Press **YES** key
READY TO SEND? (yes or no)	Strap unit to phone and dial the 800 number. Listen for system greeting "Hello Data Entry System. Please send Data. Thank You." Press **YES** key. SENDING PLEASE WAIT will flash on display. (Refer to *TRANSMISSION RESPONSE* on pages 21 & 22 for voice responses.)
SEND DONE Y/N?	Press **YES** key. System returns to the Main Menu. **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the **"SEND POLICY A Y/N?"** prompt. Try again when ready.

To Erase Policy A Claims

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase claim.
ERASE WAREHOUSE Y/N?	Enter **5** to select Policy A Claims partition.
ERASE POLICY A Y/N?	Press **YES** key.
ARE YOU SURE?	Press **YES** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

MEMBER CLAIMS

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your system cannot accept all orders created in a Telxon.

To Enter Member Claims

ENTER-1 SEND-2 ERASE-3	Enter **1** to enter Claim.
ENTER WAREHOUSE Y/N?	Enter **6** to select Member Claims partition.
ENTER MBR CLAIMS Y/N?	Press **YES** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
STOCK OR RELAY S/R_	Enter **S** for claim on Stock order. Enter **R** for claim on Relay order. Press Enter key.

If Claim on Stock Order

ENTER RDC _ _	Enter the two-digit RDC number that shipped order and press Enter key.	
ENTER INVOICE _ _-_ _-_ _ _ _	Enter invoice number in **MM-DD-SSSS** format (Month-Day-Sequence Number) of shipment that Claim is being made against. If needed add proceeding "0" to the Sequence Number. Press Enter Key.	
ENTER SEQ NO _ _ _ _	Up to four digits. This is the Line Sequence Number on the Member Receiving Invoice or the Consolidated Invoice. Automatically Enters if four digits are keyed. To key in claims for a different invoice number, or switch to a Relay Claim at a blank ENTER SEQ NO, press the END key. The Telxon will display a new STOCK OR RELAY S/R _.	
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item – No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.	
ENTER QTY _ _ _ _ _	Up to five digits. Please review Item Number before pressing the Enter key. Press Enter key.	
ENTER REASON CODE _	Key one of the following Reason Codes, field will automatically enter.	
	R = Return Merchandise	**D** = Damaged
	O = Overage	**X** = Defective Paint
	S = Shortage	**K** = Overage Keep
	P = Pricing Error	**M** = Missed Shipped Item (a.k.a. SKU 812909)
ENTER UPC/REMARKS	This field is displayed when certain Reason codes are selected or by pressing the "●" period key at the "Enter Seq. NO Prompt" to display it. It can be used to key in the UPC or message. This field is limited to 20 characters.	

Repeat the item number, quantity, and reason code entry steps until you have completed your claim.

Transaction Codes and Contents

The *transaction codes* and record contents are shown below. An "**X**" or an "x" indicates that the data field is in the transaction record. The sequence of the data entry prompts is in the order from left to right. An "**X**" indicates the start of a loop in a prompting sequence and the last prompt returns to this point. Also, at this point the user can exit the partition.

TX CODE	PO (h)	ITEM (I)	UPC (u)	QTY (q)	PRICE (p)	FLOOR (f)	GENERAL (g)
11		**X**		x			
12	x	**X**		x			
13	x	**X**		x	x		
14	x	**X**		x	x	x	
15	x	**X**		x	x		x
16		**X**				x	
21			**X**	x			
22	x		**X**	x			
23	x		**X**	x	x		
24	x		**X**	x		x	
25	x		**X**	x	x		x
31							**X**
32		**X**					x
33			**X**				x
34		**X**	x				
35		**X**	x			x	

MISCELLANEOUS TRANSACTIONS

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your system cannot accept all orders created in a Telxon.

In this section you will find step-by-step instructions for entering your Miscellaneous Transactions using the Telxon unit. Miscellaneous Transactions are used exclusively by Retail Systems.

After you have entered your transactions you will upload the data to your Retail System using the procedures that are applicable to your particular system. Refer to the User Manual for your system or contact your Retail System Help Desk for the specific upload procedures. After you have successfully uploaded your transactions you will need to erase the data in the Telxon before you can enter additional Miscellaneous Transactions.

Types of Transactions

The Miscellaneous partition records contain from three to six fields depending on the type of transaction. The various fields are *transaction code, header or purchase order, item, UPC, quantity price, floor location,* and *general information.*

- **Transaction Code** – Identifies the type of transaction or function being requested and is two (2) byte numeric field and is currently defined as one of the following numeric codes: 11-16, 21-25, and 31-35.
- **Purchase Order or Header -** This field (h) is an alphanumeric field with from zero (0) to ten (10) characters.
- **Item** – This field (I) is an alpha/numeric field with from one (1) to fourteen (14) digits.
- **UPC** – This field (u) is a numeric field ranging from 12 (twelve) to 14 (fourteen) digits.
- **Quantity** – This field (q) is a numeric field with from one (1) to five (5) digits. Negative (-) quantities are allowed.
- **Price** – This field (p) is a decimal field with five (5) significant digits and two (2) decimal places for a total of seven (7) bytes.
- **Floor Location** – This field (f) is an alphanumeric field with from zero (0) to ten (10) characters.
- **General Information** – This field (g) is an alphanumeric field with from zero (0) to fifteen (15) characters.

If Claim on Relay Order

ENTER RDC _ _	Enter the two digits for the RDC number that shipped order.	
ENTER INVOICE _ _-_ _-_ _ _ _	Enter invoice number in **MM-DD-SSSS** format (Month-Day-Sequence Number) of shipment that Claim is being made against. Press Enter key.	
ENTER SEQ NO _ _ _ _	Up to four digits. This is the Line Sequence Number on the Member Receiving Invoice or the Consolidated Invoice. Automatically Enters if four digits are keyed. To key in claims for a different invoice number, or switch to a Stock Claim at a blank ENTER SEQ NO, press the END key. The Telxon will display a new STOCK OR RELAY S/R _.	
ENTER RELAY _ _ _ _ _ _ _ _	Must be eight digits. This field automatically enters when filled.	
ENTER QTY _ _ _ _ _	Up to five digits. Press Enter key.	
ENTER REASON CODE _	Key one of the following Reason Codes, field will automatically enter.	
	R = Return Merchandise **O** = Overage **S** = Shortage **P** = Pricing Error	**D** = Damaged **X** = Defective Paint **K** = Overage Keep **M** = Missed Shipped Item (a.k.a. SKU 812909)
ENTER UPC/REMARKS	This field is displayed only when certain Reason codes are selected or by pressing the "●" DOT key at the "Enter Seq. NO Prompt" to display it. It can be used to key in the UPC or message. This field is limited to 20 characters.	

Repeat the relay number, quantity, and reason code entry steps until you have completed your claim.

To End Member Claims

	Press **END** Key located in the upper right-hand corner.
END MBR CLAIMS Y/N?	Press **Yes** key
ADDITIONAL CLAIM Y/N?	Press **NO** key (Press **Yes** key to place another).

If you have claims for other stores that use the same Telxon, answer **YES** to the "ADDITIONAL CLAIM Y/N?" prompt, and repeat the above **To Enter Claims** steps and **To End Claims**.

To Send Member Claims

ENTER-1 SEND-2 ERASE-3	Enter **2** to send claim.
SEND WAREHOUSE Y/N?	Enter **6** to select Member Claims partition.
SEND MBR CLAIMS Y/N?	Press **YES** key
READY TO SEND? (yes or no)	Strap unit to phone and dial the 800 number. Listen for system greeting "Hello Data Entry System. Please send Data. Thank You." Press **YES** key. SENDING PLEASE WAIT will flash on display. (Refer to *TRANSMISSION RESPONSE* on pages 21 & 22 for voice responses.)
SEND DONE Y/N?	Press **YES** key, if transmission was good, the system returns to the Main Menu. **Note:** If the transmission was bad, press **NO** key. The TELXON will return to the "**SEND CLAIMS Y/N?**" prompt. Try again when ready.

To Erase Member Claims

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase claim.
ERASE WAREHOUSE Y/N?	Enter **6** to select Member Claim partition.
ERASE MBR CLAIMS Y/N?	Press **YES** key
ARE YOU SURE?	Press **YES** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

RETAIL VARIABLE PRICING TRANSACTIONS

This section provides step-by-step instructions for entering your Retail Variable Pricing transactions using the Telxon unit to update the Retail Variable Pricing System at TruServ World Headquarters in Chicago.

After you have entered your transactions you will transmit the data using the telephone number assigned to your location. Refer to the *Important Telephone Numbers* section for the proper telephone number. After you have successfully transmitted your transactions you will need to erase the data before you can enter a transaction of the same type.

Special Note - Uploading Data from the Telxon to your Retail System

Please consult your Retail System Help Desk to obtain instructions and the list of Telxon Order Partitions that can be upload from the Telxon to your Retail System. This is very important your system cannot accept all orders created in a Telxon.

Types of Transactions

Currently only ITEM LEVEL transactions can be processed using the Telxon. If you want to change a CLASS or DEPARTMENT you will need to fax the information to the Marketing Department at TruServ using the Worksheet from the RPS Variable Pricing packet.

To Enter Variable Pricing Transactions

ENTER-1 SEND-2 ERASE-3 _	Enter **1** to enter claim.
ENTER WAREHOUSE Y/N? _	Enter **7** to select Variable Pricing partition.
ENTER PRICING Y/N?	Press **YES** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.

Method 1 - Suggested Retail Price

ENTER TX CODE _ _	Key in **21** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

Method 2 - Fixed Retail Price for a Specific Item

ENTER TX CODE _ _	Key in **22** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
ENTER PRICE $_ _ _ _ _ . _ _	Key in Retail Price and press Enter key.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

Method 3 - Percent Markup on Cost

ENTER TX CODE _ _	Key in **23** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
ENTER % MKUP COST _ _ _	Key in Percent Markup Cost and press Enter key.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

INVENTORY TRANSACTIONS FOR USE WITH RETAIL SYSTEMS

Inventory transactions can be used as input to the various Retail Systems that have Physical Inventory and Valuation modules. Not all Retail Systems have this type of module or can accept Telxon transactions. After entering the inventory transactions using the Telxon, upload the data to your Retail System using the procedures that are applicable to your particular system. Refer to the User Manual for your system for the specific upload procedures. After you have successfully uploaded your transactions you will need to erase the data in the Telxon before you can enter additional Inventory transactions.

SPECIAL NOTE FOR RETAIL STORE SYSTEMS – If your requirements are to upload data from the Telxon to your P.O.S. System contact your Retail System Help Desk for assistance, **before you proceed**. Some systems use the Miscellaneous Partitions for inventory, please check.

To Enter Inventory Transactions

ENTER-1 SEND-2 ERASE-3 _	Enter **1** to enter Inventory Transactions.
ENTER WAREHOUSE Y/N? _	Enter **8** to select Inventory partition.
ENTER INVENTORY Y/N?	Press **Yes** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct.
QUANTITY _ _ _ _ _ _	Enter Up to six digits. To enter a special retail price, see *SPECIAL FUNCTIONS*. Repeat the item number and quantity entry steps until you have completed your inventory transactions.

To End Inventory Transactions

	Press the **END** key located in the upper right-hand corner.
END INVENTORY Y/N?	Press **Yes** key.
ADDITIONAL ORDER Y/N?	{Press the **NO** key. (Press **Yes** key to enter another Inventory Transaction).

To Send Inventory Transactions

ENTER-1 SEND-2 ERASE-3	Enter **2** to send Inventory Transactions.
SEND WAREHOUSE Y/N?	Enter **8** to select Inventory partition.
SEND INVENTORY Y/N?	Press **Yes** key.
READY TO SEND? (yes or no)	Connect cable from Retail System to Telxon and follow procedure in Retail System USER MANUAL. Press **Yes** key. SENDING PLEASE WAIT will flash on display. Again, refer to your Retail Systems User Manual for system responses.
SEND DONE Y/N?	Press **Yes** key. System returns to Main Menu. If transmission was bad, press the **NO** key. System returns to Main Menu. Try again when ready.

To Erase Inventory Transactions

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase Inventory Transactions.
ERASE WAREHOUSE Y/N?	Enter **2** to select Inventory partition.
ERASE INVENTORY Y/N?	Press **Yes** key.
ARE YOU SURE?	Press **Yes** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

END INVENTORY Y/N?	Press **Yes** key.
ADDITIONAL ORDER Y/N?	Press **NO** key. (Press **YES** to enter another Inventory Transaction).

To Send Inventory Transactions

ENTER-1 SEND-2 ERASE-3	Enter **2** to send Inventory Transactions.
SEND WAREHOUSE Y/N?	Enter **8** to select Inventory partition.
SEND INVENTORY Y/N?	Press **Yes** key.
READY TO SEND? (yes or no)	Strap unit to phone and dial **1-800-549-4685**. Listen for a high pitch tone, when the tone stops, you should hear a recorded message that says, "Welcome to the TruServ Corporation Electronic Inventory Program. Please begin your transmission now. Press **Yes** key. SENDING PLEASE WAIT will flash on display. At the end of the transmission, a voice will tell you whether or not your data was received. If your data was received, you will be given a confirmation number. Continue with the send process. If your data was not received correctly, do not hang up. Stay on the line and you will be able to send your data a second time. Continue with the send process.
SEND DONE Y/N? _	Press **Yes** key. System returns to Main Menu. If transmission was bad, press **NO** key. System returns to Main Menu. Try again when ready.

To Erase Inventory Transactions

ENTER-1 SEND-2 ERASE-3	Enter **3** to erase Inventory Transactions.
ERASE WAREHOUSE Y/N?	Enter **2** to select Inventory partition.
ERASE INVENTORY Y/N?	Press **Yes** key.
ARE YOU SURE?	Press **Yes** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

Method 4 - Percent Markup/Markdown on Retail

ENTER TX CODE _ _	Key in **24** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
ENTER % U/D RETAIL _ _ _	Key in Percent Markup or Markdown on Retail and press Enter key.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

Method 7 - Percent Margin on Cost

ENTER TX CODE _ _	Key in **25** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
ENTER % MARGIN _ _	Key in Percent Margin on Cost.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

Method 8 - Price to Margin on Cost for a Specific Item

ENTER TX CODE _ _	Key in **26** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
ENTER PRICE $_ _ _ _ _ . _ _	Key in Retail Price and press Enter key.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

Delete (Reset) Pricing Method

ENTER TX CODE _ _	Key in **29** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

Use Rounding Table

ENTER TX CODE _ _	Key in **90** and press Enter key.
ENTER ITEM _ _ _ _ _ _	Must be six digits. **Item - No longer has Check Digit validation**. Please verify that the Item Number is correct, it automatically enters.
ENTER RND TABLE Y=1/N=0 _	Key in 0 (zero) or 1 and press Enter key.

Repeat the data entry steps until you have completed your transactions. To change to another type of transaction, press the **END** key.

To End Variable Pricing Transactions

	Press the **END** Key located in the upper right-hand corner.
END PRICING Y/N?	Press **YES** key
ADDITIONAL PRICING Y/N?	Press **NO** key (Press **Yes** key to place another order).

To Send Variable Pricing Transactions

ENTER-1 SEND-2 ERASE-3 _	Enter **2** to send variable pricing transactions.
SEND WAREHOUSE Y/N? _	Enter **7** to select Variable Pricing partition.
SEND PRICING Y/N?	Press **YES** key
READY TO SEND? (yes or no)	Strap unit to phone and dial the 800 number. Listen for system greeting "Hello Data Entry System. Please send Data. Thank You." Press **Yes** key. SENDING PLEASE WAIT will flash on display. (Refer to *TRANSMISSION RESPONSE* on pages 21 & 22 for voice responses.)
SEND DONE Y/N?	Press **Yes** key, if the transmission was good, the system returns to the Main Menu. **Note:** if transmission was bad, press the **NO** key. The System returns to SEND PRICING Y/N? prompt. Try again when ready.

To Erase Variable Pricing Transactions

ENTER-1 SEND-2 ERASE-3 _	Enter **3** to erase order.
ERASE WAREHOUSE Y/N? _	Enter **7** to select Variable Pricing partition.
ERASE PRICING Y/N?	Press **Yes** key
ARE YOU SURE?	Press **Yes** key (*DATA ERASED* flashes on the display). System returns to Main Menu.

INVENTORY TRANSACTIONS

In this section you will find step-by-step instructions for entering and sending your Inventory Transactions using the Telxon unit. **The Marketing department at TruServ provides a Physical Inventory and Valuation service** for members that uses a special 800 number for transmitting Inventory Transactions.

Inventory transactions are also used as input to the various Retail Systems that have Physical Inventory and Valuation modules. Not all Retail Systems have this type of module nor can accept Telxon transactions.

TruServ 's Physical Inventory and Valuation Program

If you participate in this program, Inventory Transactions are transmitted to a special 800 number (**1-800-549-4685**) and used as input to a Physical Inventory and Valuation System that processes the information and provides members with inventory valuation reports.

You must use the special item number **999971** to signal the start of Inventory Transactions and item number **999995** to signal the end of Inventory Transactions when you are ready to run the reports.

SPECIAL NOTE FOR RETAIL STORE SYSTEMS – If your requirements are to upload data from the Telxon to your P.O.S. System contact your Retail System Help Desk for assistance, **before you proceed**. . They will most likely have additional entry requirements.

To Enter Inventory Transactions

ENTER-1 SEND-2 ERASE-3	Enter **1** to enter Inventory Transactions.
ENTER WAREHOUSE Y/N?	Enter **8** to select Inventory partition.
ENTER INVENTORY Y/N?	Press **Yes** key.
ENTER DATE MMDDYY	Enter the current date (example: October 01, 2002 is 100102) press Enter key.

To Signal Start of Inventory Transactions

ENTER ITEM _ _ _ _ _ _	Enter special item number **999971** to signal start of Inventory Transactions. You must begin each transmission with this special item number.
QUANTITY _ _ _ _ _ _	Enter **1** and press **ENTER** key.

To Enter Inventory Items

ENTER ITEM _ _ _ _ _ _	Enter TruServ item number, it must be six digits. **Item - No longer has Check Digit validation.** Please verify that the Item Number is correct.
QUANTITY _ _ _ _ _ _	Must be six digits. Please verify that the Item Number is correct. Press **ENTER** key

Repeat the item number and quantity entry steps until you have filled up the Telxon unit or completed your inventory transactions. Each unit holds approximately 1,500 items and their quantities before filling up. To check the number of item number entries, press the "**L**" key.

To Signal End of Inventory Transactions

ENTER ITEM _ _ _ _ _ _	Enter special item number **999995** to signal end of Inventory Transactions. Enter this special item number only when you are completely finished entering your data. Your data will not be processed until this number is sent.
QUANTITY _ _ _ _ _ _	Enter **1** and press **ENTER** key.

To End Inventory Transactions

	Press the **END** key located in the upper right-hand corner.